

Panaji, 27th April, 1981 (Vaisaka 7, 1903)

SERIES I No. 4

# OFFICIAL GAZETTE

## GOVERNMENT OF GOA, DAMAN AND DIU

### EXTRAORDINARY

#### GOVERNMENT OF GOA, DAMAN AND DIU

Home Department (Passports)

#### Notification

2-101-79-HD (P) Vol. I

The following Notification No. VI/405/2/18/76 dated 11th December, 1980 issued by the Government of India, Ministry of External Affairs, New Delhi, under Section 24 of the Passports Act, 1967 (15 of 1967), is hereby reproduced for general information.

*Buto Dessai*, Passport Officer.

Panaji, 1st April, 1981.

#### MINISTRY OF EXTERNAL AFFAIRS

#### Notification

*New Delhi, the 11th December, 1980*

G.S.R. 691(E). — In exercise of the powers conferred by section 24 of the Passports Act, 1967 (15 of 1967), the Central Government hereby makes the following rules, namely: —

1. **Short title and commencement.** — (1) These rules may be called the Passports Rules, 1980.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. **Definitions.** — In these Rules, unless the context otherwise requires: —

(a) 'Act' means the Passports Act, 1967;

(b) 'Form' means a form set out in Schedule III;

(c) 'Miscellaneous service', in relation to a passport or travel document, includes: —

(i) varying the entries in a passport or travel document;

(ii) making additional endorsement on a passport or travel document in respect of foreign countries;

(iii) adding a supplementary passport or travel document booklet, when all the pages in an existing passport booklet have been almost used up; or

(iv) any other service in respect of a passport or travel document which the holder thereof may require;

(d) 'Schedule' means a Schedule appended to these rules;

(e) 'Section' means a section of the Act.

3. **Passport authorities.** — (1) In addition to the Central Government, the officers specified in column (2) of Schedule I shall, subject to the provisions of sub-rule (2), be the passport authorities for all purposes of the Act and these rules.

(2) An officer referred to in column (2) of Schedule I shall, for the purpose of issue of a passport or travel document, exercise jurisdiction in respect of applications for such issue made by persons ordinarily residing in the territories specified in the corresponding entries in column 3 of the said Schedule;

Provided that in exceptional and urgent cases the said officer may entertain an application for the issue of a passport or travel document from a person ordinarily residing in any other territory in India and may issue a passport or travel document to such person for a period not exceeding twelve months and transfer the application to the passport authority having jurisdiction in the territory wherein such person ordinarily resides.

Provided further that no such transfer of an application for passport under the preceding proviso shall be made if the applicant has migrated from the territory where he was originally resident with the intention of settling down in the territory within the jurisdiction of the passport authority which issued the passport under the preceding proviso.

4. **Classes of persons to whom the Different classes of passports and travel documents may be issued.** —

The classes of persons to whom the classes of passports or travel documents referred to respectively in sub-section (1) and sub-section (2) of section 4 may be issued, shall be as specified respectively in part I or part II as the case may be, of Schedule II.

**5. Form of applications.** — An application for the issue of a passport or travel document or for the renewal thereof or for any miscellaneous service shall be made in the appropriate Form set out therefor in Part I of Schedule III and in accordance with the procedure and instructions set out in such form.

Provided that, in the course of any inquiry under sub-section (2) of section 5, a passport authority may require an applicant to furnish such additional information, documents or certificates, as may be considered necessary by such authority for the proper disposal of the application.

**6. Financial Guarantee.** — (1) An application for the issue of an ordinary passport shall be accompanied by a financial guarantee executed in the Form set out in Part II of Schedule III.

Provided that no such guarantee shall be necessary in the case of an applicant if he:

(i) furnishes a certificate from a Member of Parliament or Member of the Legislative Assembly of a State or Union territory or Member of Legislative Council of a State or Member of Metropolitan Council, Delhi, or an officer not below the rank of a Deputy Secretary to Government, or a Judicial Magistrate of the first class or a Sub-Divisional Magistrate or an Additional District Magistrate or a District Magistrate to the effect that he has satisfied himself that the applicant is financially sound;

(ii) pays income tax or property tax or agricultural income tax;

(iii) produces a certificate of solvency from any revenue authority, not below the rank of Tehsildar, to the effect that the applicant is financially solvent to the extent of rupees ten thousand or more;

(iv) furnishes an entry permit issued by a foreign Government in his favour;

(v) proceeds out of India under the Indian Emigration Act, 1922 (7 of 1922) and the provisions of that Act have been complied with;

(vi) proceeds out of India on an employment voucher or offer of employment;

(vii) proceeds out of India on scholarship or fellowship;

(viii) proceeds on pilgrimage or to neighbouring foreign countries;

(ix) furnishes a ticket in proof of the journey to a foreign country and return therefrom;

(x) proceeds to a foreign country to join the following relations of the applicant, namely, father, mother, husband, wife, brother, sister, son or daughter and produces a sponsorship declaration by any such relation of the applicant signed

(a) before an authorised officer of the local Government or Notary Public and attested by the Consular Officer in the Indian Missions or Post in that country; or (b) before the Consular Officer in the Indian Mission;

(xi) being a minor, accompanies his parent or legal guardian who has been exempted from producing financial guarantee in terms of any of the preceding clauses;

Provided further that no such guarantee shall be necessary in respect of an applicant abroad if: —

(i) the passport authority abroad is satisfied that he has sufficient means to maintain himself abroad; or

(ii) he was exempted from producing financial guarantee at the time original passport was issued to him.

(2) The financial guarantee shall not be withdrawn by the guarantor so long as all the costs, charges and expenses payable or reimbursable to the Government of India in pursuance of the guarantee are fully discharged or till a fresh acceptable guarantee is furnished by the holder of the passport.

**7. Named foreign country.** — Each of the following countries shall be a named foreign country for the purposes of the explanation to sub-section (1) of section 5, namely: —

(i) Bangladesh; and

(ii) Sri Lanka.

**8. Fee payable on applications.** — The fee payable on every application mentioned in column (2) of Schedule IV shall be at the rates specified in the corresponding entry in column (3), (4) or (5), as the case may be, of that Schedule.

**9. Collection of fees.** — All fees payable in respect of such applications shall be remitted by money order to, or paid in cash at the counter of, the passport authority concerned or by way of passport fee postal stamp, stating in the coupon or receipt the particulars in respect of which such fees have been remitted or paid.

**10. Refund of fees.** — Fees shall be refunded if applied for within one year from the date of payment thereof in the following cases: —

(i) if after paying the fee, a person does not submit the application for issue of passport or travel document or for any service on a passport or travel document already held by him, as the case may be;

(ii) if the fee paid is in excess of the prescribed fee; and

(iii) if the fee paid is for a service for which no fee has been prescribed.

**11. Forms of passport or travel document.** — A passport or travel document issued under the Act shall be in the appropriate form set out in part III of Schedule III.

**12. Duration of passports or travel documents.** —

(1) An ordinary passport shall continue in force for a period of five years from the date of its issue.

(2) An India-Bangladesh passport shall continue in force for a period of three years from the date of its issue.

(3) An India-Sri Lanka passport shall continue in force for a period of four years from the date of its issue.

(4) An emergency certificate shall continue in force for a period of six months from the date of its issue.

(5) A certificate of identity shall continue in force for a period of two years from the date of its issue.

(6) A diplomatic and an official passport shall continue in force for a period to be decided in each case by the Central Government or the passport authority which issues the passport.

Provided that the total life of a diplomatic or an official passport shall be ten years from the date of its issue.

**13. Issue of additional passport or travel document in special circumstances.**— A person holding a passport or travel document shall not be entitled to another passport or travel document unless he surrenders to the passport authority the passport or travel document already held by him.

Provided that separate passports or travel documents may be issued to the same person in respect of different countries if it is necessary so to do for facilitating his visits to such countries.

**14. Appellate authorities.**— For the purpose of the Act and these rules, the appellate authority to whom an appeal shall lie from an order specified in column (1) of the Table below shall be that specified in the corresponding entry of column (2) thereof and every such appeal shall be filed within thirty days from the date on which the order sought to be appealed against is communicated to the appellant.

TABLE

Orders appealed against	Appellate authority
(1)	(2)
1. An order of the passport authority, other than the Central Government, under—	The Chief Passport Officer, Ministry of External Affairs, New Delhi.
(i) clause (b) or clause (c) of sub-section (2) of Section 5; or	
(ii) clause (b) of the proviso-section 7; or	
(iii) sub-section (1) or sub-section (3) of section 10.	
2. An order under sub-section (6) of section 10 of the authority to whom the passport authority is subordinate.	Additional Secretary or Secretary, Ministry of External Affairs, New Delhi.

**15. Fee Payable in respect of appeal.**— Every petition for appeal shall be accompanied by a fee of twenty-five rupees which shall be paid in cash at the treasury and a copy of the receipted challan shall be enclosed with such petition.

**16. Procedure to be followed by appellate authority.**— On receipt of an appeal, the appellate authority may call for the records of the case from the authority which passed the order appealed against and after giving the appellant a reasonable opportunity of representing his case, pass final order.

**17. Authority and form for special endorsement under section 19.**— (1) The authority for the purposes of section 19 shall be the passport authority.

(2) Every special endorsement referred to in section 19 shall be in the following form, namely:—

## FORM

This passport is hereby made valid under section 19 of the Passports Act, 1967 (15 of 1967), for travel through, or visiting, ..... for a maximum period of ..... days/months from the date of this endorsement.

**18. Inspection of passport or travel document.**— The authorities for the purposes of clause (c) of sub-section (1) of section 12 shall be—

- any passport authority;
- any officer of Police not below the rank of a Sub-Inspector; and
- any officer of Customs empowered by general or special order of Central Government in this behalf.

**19. The conditions of a passport or travel document.**— The conditions subject to which a passport or travel document shall be issued or renewed shall be as set out in Schedule V.

**20. Repeal.**—The Passports Rules, 1967 are hereby repealed.

Provided that such repeal shall not affect the previous operation of the said Rules or anything duly done or suffered, or any right, privilege, obligation or liability acquired, accepted or incurred, thereunder.

## SCHEDULE I

(See rule 3)

Sl. No.	Passport authorities	Jurisdiction
(1)	(2)	(3)
1.	(a) Regional Passport Officer, Ahmedabad, (Regional Passport Office, Ahmedabad).	The State of Gujarat and the Union Territory of Dadra and Nagar Haveli.
	(b) Assistant Passport Officer, Ahmedabad, (Regional Passport Office, Ahmedabad).	— do —
	(c) Public Relations Officer, Ahmedabad, (Regional Passport Office, Ahmedabad).	— do —
	(d) Superintendent, Ahmedabad (Regional Passport Office, Ahmedabad).	— do —
2.	(a) Regional Passport Officer, Calcutta, (Regional Passport and Emigration Office, Calcutta).	The States of West Bengal, Tripura and Sikkim.
	(b) Public Relations Officer, Calcutta (Regional Passport and Emigration Office, Calcutta).	— do —
	(c) Superintendent, Calcutta, (Regional Passport and Emigration Office, Calcutta).	— do —

(1)	(2)	(3)	(1)	(2)	(3)
3.	(a) Regional Passport Officer, Delhi, (Regional Passport and Emigration Office, New Delhi).	The Union Territory of Delhi.	6.(i)(a)	Regional Passport Officer, Cochin, (Regional Passport and Emigration Office, Cochin).	The State of Kerala (excluding the districts of Cannanore, Kozhikode, Malapuram and Palghat), and the Union Territory of Lakshadweep.
	(b) Assistant Passport Officer, Delhi (Regional Passport and Emigration Office, New Delhi).	— do —		(b) Assistant Passport Officer, Cochin, (Regional Passport and Emigration Office, Cochin).	— do —
	(c) Public Relations Officer, Delhi, (Regional Passport and Emigration Office, New Delhi).	— do —		(c) Public Relations Officer, Cochin, (Regional Passport and Emigration Office, Cochin).	— do —
	(d) Superintendent, Delhi, (Regional Passport and Emigration Office, New Delhi).	— do —		(d) Superintendent, Cochin, (Regional Passport and Emigration Office, Cochin).	— do —
4. (i)(a)	Regional Passport Officer, Chandigarh, (Regional Passport Office, Chandigarh).	The State of Punjab (excluding the districts of Jullundur, Kapurthala, Hoshiarpur, Amritsar and Gurdaspur), and the States of Haryana and Himachal Pradesh and the Union Territory of Chandigarh.	6.(ii)(a)	Passport Officer, Kozhikode, (Passport Office, Kozhikode).	The districts of Cannanore, Kozhikode, Malapuram and Palghat in the State of Kerala and the district of Mahe in the Union Territory of Pondicherry.
	(b) Assistant Passport Officer, Chandigarh, (Regional Passport Office, Chandigarh).	— do —		(b) Public Relations Officer, Kozhikode, (Passport Office, Kozhikode).	— do —
	(c) Public Relations Officer, Chandigarh, (Regional Passport Office, Chandigarh).	— do —		(c) Superintendent, Kozhikode, (Passport Office, Kozhikode).	— do —
	(d) Superintendent, Chandigarh, (Regional Passport Office, Chandigarh).	— do —	7.	(a) Passport Officer, Bombay, (Passport and Emigration Office, Bombay).	The State of Maharashtra.
(ii)(a)	Passport Officer, Jullundur, (Passport and Emigration Office, Jullundur).	The districts of Jullundur, Kapurthala, Hoshiarpur, Amritsar and Gurdaspur in the State of Punjab.		(b) Assistant Passport Officer, Bombay, (Passport and Emigration Office, Bombay).	— do —
	(b) Assistant Passport Officer, Jullundur, (Passport and Emigration Office, Jullundur).	— do —		(c) Public Relations Officer, Bombay, (Passport and Emigration Office, Bombay).	— do —
	(c) Public Relations Officer, Jullundur, (Passport and Emigration Office, Jullundur).	— do —		(d) Superintendent, Bombay, (Passport and Emigration Office, Bombay).	— do —
	(d) Superintendent, Jullundur, (Passport and Emigration Office, Jullundur).	— do —	8.	(a) Passport Officer, Lucknow, (Passport Office, Lucknow).	The State of Uttar Pradesh.
5.	(a) Regional Passport Officer, Madras, (Regional Passport and Emigration Office, Madras).	The State of Tamil Nadu and the Union Territory of Pondicherry (excluding the district of Mahe).		(b) Assistant Passport Officer, Lucknow, (Passport Office, Lucknow).	— do —
	(b) Assistant Passport Officer, Madras, (Regional Passport and Emigration Office, Madras).	— do —		(c) Public Relations Officer, Lucknow, (Passport Office, Lucknow).	— do —
	(c) Public Relations Officer, Madras, (Regional Passport and Emigration Office, Madras).	— do —		(d) Superintendent, Lucknow, (Passport Office, Lucknow).	— do —
	(d) Superintendent, Madras, (Regional Passport and Emigration Office, Madras).	— do —	9.	(a) Passport Officer, Hyderabad, (Passport Office, Hyderabad).	The State of Andhra Pradesh.
				(b) Assistant Passport Officer, Hyderabad, (Passport Office, Hyderabad).	— do —
				(c) Public Relations Officer, Hyderabad, (Passport Office, Hyderabad).	— do —
				(d) Superintendent, Hyderabad, (Passport Office, Hyderabad).	— do —

(1)	(2)	(3)	(1)	(2)	(3)												
10.	(a) Passport Officer, Bangalore, (Passport Office, Bangalore).	The State of Karnataka.	16.	(a) Passport Officer, Srinagar, (Passport Office, Srinagar).	The State of Jammu and Kashmir.												
	(b) Assistant Passport Officer, Bangalore, (Passport Office, Bangalore).	— do —		(b) Assistant Passport Officer, Srinagar, (Passport Office, Srinagar).	— do —												
	(c) Public Relations Officer, Bangalore, (Passport Office, Bangalore).	— do —		(c) Public Relations Officer, Srinagar (Passport Office, Srinagar).	— do —												
	(d) Superintendent, Bangalore, (Passport Office, Bangalore).	— do —		(d) Superintendent, Srinagar, (Passport Office, Srinagar).	— do —												
11.	(a) Passport Officer, Jaipur, (Passport Office, Jaipur).	The State of Rajasthan.	17.	(a) Chief Secretary, Government of Goa, Daman and Diu, Panaji.	The Union Territory of Goa, Daman and Diu.												
	(b) Assistant Passport Officer, Jaipur, (Passport Office, Jaipur).	— do —		(b) Passport Officer, Home Department, (Passports) Government of Goa, Daman and Diu.	— do —												
	(c) Public Relations Officer, Jaipur, (Passport Office, Jaipur).	— do —	18.	(a) Chief Commissioner, Union Territory of Andaman and Nicobar Islands, Port Blair.	The Union Territory of Andaman and Nicobar Islands.												
	(d) Superintendent, Jaipur, (Passport Office, Jaipur).	— do —		(b) Deputy Commissioner, Union Territory of Andaman and Nicobar Islands, Port Blair.	— do —												
12.	(a) Passport Officer, Bhopal, (Passport Office, Bhopal).	The State of Madhya Pradesh.		(c) Chief Secretary, Andaman and Nicobar Administration, Port Blair.	— do —												
	(b) Public Relations Officer, Bhopal, (Passport Office, Bhopal).	— do —		(d) Judicial Secretary, Andaman and Nicobar Administration, Port Blair.	— do —												
	(c) Superintendent, Bhopal, (Passport Office, Bhopal).	— do —		(e) Assistant Secretary, (Confidential Cell), Andaman and Nicobar Administration, Port Blair.	— do —												
13.	(a) Passport Officer, Bhubaneswar, (Passport Office, Bhubaneswar).	The State of Orissa.	19.	Consular Officers or Consular Agents in Indian Missions or Posts outside India.	The area within the consular jurisdiction of the Indian Mission or Post concerned.												
	(b) Assistant Passport Officer, Bhubaneswar, (Passport Office, Bhubaneswar).	— do —	20.	(a) Deputy Secretary (PV Division), Ministry of External Affairs, New Delhi.	Whole of India in respect of diplomatic and official passports.												
	(c) Public Relations Officer, Bhubaneswar, (Passport Office, Bhubaneswar).	— do —		(b) Under Secretary, PV Division, Ministry of External Affairs, New Delhi.	— do —												
	(d) Superintendent, Bhubaneswar, (Passport Office, Bhubaneswar).	— do —		(c) Section Officer, PV Division, Ministry of External Affairs, New Delhi.	— do —												
14.	(a) Passport Officer, Patna, (Passport Office, Patna).	The State of Bihar.	<div>SCHEDULE II</div> <div>(See rule 4)</div> <div>PART I—PASSPORTS</div> <table><tr><th>Classes of Passport</th><th>Classes of persons to whom issuable</th></tr><tr><th>1</th><th>2</th></tr><tr><td>1. Ordinary Passport</td><td>Citizens of India.</td></tr><tr><td>2. India-Bangladesh Passports</td><td>— do —</td></tr><tr><td>3. India-Sri Lanka Passports</td><td>— do —</td></tr><tr><td>4. India-Sri Lanka Passports (For Repatriates — 1964 and 1974 agreements)</td><td>Persons who have been granted Indian Citizenship under the India-Sri Lanka Repatriation Agreements of 1964 and 1974.</td></tr></table>			Classes of Passport	Classes of persons to whom issuable	1	2	1. Ordinary Passport	Citizens of India.	2. India-Bangladesh Passports	— do —	3. India-Sri Lanka Passports	— do —	4. India-Sri Lanka Passports (For Repatriates — 1964 and 1974 agreements)	Persons who have been granted Indian Citizenship under the India-Sri Lanka Repatriation Agreements of 1964 and 1974.
Classes of Passport	Classes of persons to whom issuable																
1	2																
1. Ordinary Passport	Citizens of India.																
2. India-Bangladesh Passports	— do —																
3. India-Sri Lanka Passports	— do —																
4. India-Sri Lanka Passports (For Repatriates — 1964 and 1974 agreements)	Persons who have been granted Indian Citizenship under the India-Sri Lanka Repatriation Agreements of 1964 and 1974.																
	(a) Assistant Passport Officer, Patna, (Passport Office, Patna).	— do —															
	(c) Public Relations Officer, Patna, (Passport Office, Patna).	— do —															
	(d) Superintendent, Patna, (Passport Office, Patna).	— do —															
15.	(a) Regional Passport Officer, Gauhati, (Regional Passport Office, Gauhati).	The States of Assam, Nagaland, Meghalaya and Manipur and the Union Territories of Arunachal Pradesh and Mizoram.															
	(b) Assistant Passport Officer, Gauhati, (Regional Passport Office, Gauhati).	— do —															
	(c) Public Relations Officer, Gauhati, (Regional Passport Office, Gauhati).	— do —															
	(d) Superintendent, Gauhati, (Regional Passport Office, Gauhati).	— do —															

# 5. Official Passports

- (i) Government officials and non-officials when their passages are paid by the Government and the members of their families, when such members of their families also proceed out of India at the expense of Government.
- (ii) Officials of Reserve Bank of India, the State Bank of India, nationalised banks, Corporation, Undertakings and other institutions owned or controlled by the State and officials of autonomous bodies set up by the State, proceeding out of India on the official work of their respective organisations; and the members of their families when such members also proceed out of India at the expense of such organisations.
- (iii) Permanent Government officials on deputation to foreign Governments, the United Nations Organisations and its specialised Agencies and other inter-Governmental Organisations/agencies recognised by the Government of India, and the members of their families, provided such deputation is arranged through the Government of India.
- (iv) Government officials sponsored by the Ministries in the Government of India and their departments, for attending international conferences, seminars and meetings or for undergoing training either independently or under any of the scholarship schemes for the time being in force, provided the deputation out of India is treated as duty and the Government official is allowed to draw his duty pay and allowances in India and the members of the family of such official deputed out of India for a period not less than twelve months, when travelling with or joining such official at his post abroad.
- (v) Fully dependent mother/father/mother-in-law/brother/sister of an officer belonging to Indian Foreign Service (Branch B) and fully dependent mother-in-law/brother/sister of an officer belonging to Indian Foreign Service (Branch A), when proceeding out of India, with the permission of the Government, to reside with the officer at the place of his posting abroad.
- (vi) Any other person who, in the opinion of the Government of India should have an official passport because of the nature of his foreign mission.

NOTE:—The following persons shall not be entitled to the issue of official passports, namely:—

- (a) persons sponsored by a Government department for attending international Conferences, seminars and meetings or for studies of training outside India either independently or under any of the scholarship schemes for the time being in force when such persons go on study leave or leave of any other kind;

# 6. Diplomatic passports:—

- (b) persons proceeding outside India at their own expense on commercial or other purposes although a department of the Government certifies that such purpose would be to Government interest.
- (i) (a) Officers of the Indian Foreign Service (Branch A) when proceeding out of India on official business.
- (b) Such officers of the Indian Foreign Service (Branch B) and other officers of the Ministry of External Affairs or other Ministries or Department of the Government of India who are proceeding abroad on official business or are posted to Indian Missions or Posts abroad, as may be determined by the Foreign Service Board in the Ministry of External Affairs.
- (c) Wife or official hostess or husband, as the case may be, dependent sons under 24 years and dependent unmarried daughters, dependent father and dependent mother of an officer referred to in (a) and (b) above, when travelling with or joining such officer at his post abroad.

NOTE:—Any member of the family referred to in (c) above of an officer who is actually holding a diplomatic assignment abroad may also be issued a diplomatic passport for staying in a country other than the country of accreditation of the officer for study or other purposes approved by the Central Government; a diplomatic passport issued in such a case shall, however, be surrendered when the diplomatic assignment of the officer is terminated or when the officer is posted back to the headquarters.

- (ii) (a) A person having or having been granted a diplomatic status either because of the nature of his foreign mission or because of the position he holds, as may be determined by the Central Government.
- (b) Wife or husband, as the case may be, of a person referred to in (a) above when accompanying the said person.

## PART II—TRAVEL DOCUMENTS

Classes of Travel Documents	Classes of persons to whom issuable
1	2
1. Emergency Certificate	(i) Citizens of India abroad who have been refused passport, or whose passports have been impounded or revoked, or who have to be repatriated to India.
	(ii) Persons who have produced prima facie evidence of Indian citizenship but the evidence is considered insufficient to justify the issue of a passport without further verification.
	(iii) Citizens of India abroad whose passports have been lost, stolen or damaged, and to whom new passports cannot be issued without verification of their passport particulars by reference to the offices of Issue.

1	2
2. Certificate of Identity	<p>(iv) Persons of Indian origin abroad when allowed to come to India for settling down here.</p> <p>(i) Stateless persons residing in India, foreigners, whose country is not represented in India, or whose national status is in doubt.</p> <p>(ii) Persons exempted under Section 22 from the operation of the provisions of clause (a) of sub-Section (2) of section 6.</p>

**SCHEDULE III**  
(See rules 5, 6 & 11)

**PART I**  
(See rule 5)

**FORM EA (P) I**  
Government of India

**Ministry of External Affairs**  
**Passport Application Form**  
(For ordinary & India-Sri Lanka Passports)

space for  
affixing  
passport fee  
postal stamp

**CAUTION:** It is an offence under the Passports Act, 1967 to knowingly furnish false information or suppress material information.

This application form can be used for issue of an ordinary international passport/India-Sri Lanka passport by an adult for himself/herself or by a parent/legal guardian for issue of a passport to a person below 18 years of age.

To

The Passport Officer  
(fill in name of office here)

**A. FEE: —**

- Amount paid Rs.
- Date of payment
- How have you paid it —

(a)	(b)	(c)	(d)
(by passport fee stamp)	(at Passport Office counter)	(at State Bank counter in Passport Office)	(by money order-receipt to be attached)

**B. PHOTOGRAPH**

In all, 5 copies are required — one to be pasted here and four to be enclosed with the application.

The photograph must be not less than 50 mm x 60 mm in size and show a frontal view of full face.

**PLEASE DO NOT MARK FRONT OF PHOTOGRAPH.**

Space for Pasting  
photograph

**C. PARTICULARS OF APPLICANT/MINOR FOR WHOM THE PASSPORT IS REQUIRED:**

- Full name in capital letters  
(Please do not use any initials)
- Maiden name in case applicant is married woman/widow.
- Aliases, if any
- (a) Have you ever changed your name?  
(b) If yes, what was your previous name?
- Date of birth .....  
(Date                      Month                      Year)
- Place of birth .....  
(Village/town)                      (District)  
State
- Father's name in full  
(Please do not use initials)
- Husband's name in full in case applicant is married woman/widow

**D. PERSONAL DESCRIPTION:**

- Profession and present occupation
- Height ..... m ..... cm
- Colour of eyes
- Colour of hair
- Visible distinguishing marks

**E. CHILDREN UNDER 15 TO BE INCLUDED IN PASSPORT:**

Name of child	Place of birth	Date of birth	Relationship to applicant
1.			
2.			
3.			

Please attach attested copies of birth certificates or school certificates showing dates of birth.

**F. ADDRESS:**

- Permanent address: .....  
(House No./street)                      (Village/town)  
(District)                      (State)

- 2(a) Present address: .....  
(House No./Street)                      (Village/town)  
(District)                      (State)

(b) If you have not resided at the above address continuously for the last two years, please give the other addresses where you have resided during this period:

- Name and address of relative to be intimated in case passport-holder faces any difficulty abroad:  
Name:  
Relationship:  
Full address:  
Phone No. if any.

**G. CITIZENSHIP:**

- (a) Did you ever possess any other citizenship?  
(b) If you, did you acquire Indian citizenship by registration or naturalisation?  
(Please attach a certified copy of the citizenship document in case of first application for passport)
- (a) If you are a married woman/widow, is/was your husband an Indian citizen?  
(b) If the answer to (a) above is 'No', what is/was your husband's nationality and when were you married to him?



3. (a) Did you migrate from the territory included in Pakistan or Bangladesh?
- (b) If yes, from which country and when did you migrate?
4. (a) Were you born in a country other than India, Pakistan or Bangladesh?
- (b) If yes, what was your father's citizenship?
  - (i) at the time of your birth; and
  - (ii) as on 26-1-1950.
- (c) what is your father's place of birth?
5. Did you father acquire another citizenship?
  - (a) If yes, what nationality; and
  - (b) when?

#### H. PREVIOUS PASSPORTS:

1. Have you ever applied for a passport/travel document before?
2. If passport/travel document was issued, please indicate the following details and attach the passport/travel document:—  
 Number:  
 Date of issue:  
 Place of issue:
3. If passport/travel document is not attached, indicate what happened to it.
4. Please enclose a copy of the official communication received by you in case:—
  - (i) a passport/travel document was first refused to you and the order of refusal was not unconditionally withdrawn/cancelled subsequently; or
  - (ii) your passport/travel document was first impounded and was not unconditionally restored to you subsequently.
5. If your name was included in either parent's passport a certificate about deletion may be produced or passport/travel document produced for deletion.

#### I. INFORMATION REQUIRED UNDER SECTION 6 OF THE PASSPORTS ACT, 1967:

1. Have you at any time during the period of five years immediately preceding the date of this application been convicted by a court in India for any criminal offence and sentenced to imprisonment?
2. Are any proceedings pending against you before a criminal court in India?
3. Has a warrant or summons for your appearance, or a warrant for your arrest or an order prohibiting your departure from India been issued by any court?
4. (a) Have you ever been repatriated from abroad at Government expense?
- (b) If yes, have you repaid to Government the expenditure incurred?

If the answer to any of the above question is 'Yes', please furnish details in a separate sheet duly signed.

#### J. FOR GOVERNMENT/PUBLIC SECTOR EMPLOYEES ONLY:

1. Are you working in Central or State Government Department, statutory body or public sector undertaking?
2. If yes, please give details of your job and full office address of the employer and enclose a 'No Objection Certificate' in original from the employer.

#### K. SUPPLEMENTARY INFORMATION:

1. What countries do you propose to visit?
2. What is the purpose of your visit?  
(study, business, tourism, pilgrimage, employment, etc.).
3. What are your educational qualifications?
  - (i) General
  - (ii) Professional/technical.

#### L. REFERENCES:

Name and address of two responsible persons in your locality who would be prepared to vouch for you:

- 1.
- 2.

#### M. DECLARATION OF APPLICANT:

I solemnly declare that:

- (i) I have not voluntarily acquired the citizenship of another country;
- (ii) I have not lost, surrendered or been deprived of my citizenship of India; and
- (iii) The information given by me in reply to the questions in this form is true.

Place

Date

Signature of applicant

Note: Please give your specimen signatures in the space provided at the end.

#### N. DECLARATION OF PARENT OR LEGAL GUARDIAN IN CASE PASSPORT IS FOR A MINOR:

I affirm that the particulars given above are in respect of ..... son/daughter of ..... of whom I am the parent/legal guardian.

I undertake to be entirely responsible for his/her expenses.

I solemnly declare that he/she has not lost, surrendered or been deprived of his/her citizenship of India and that the information given in respect of him/her in this application is true.

Place

Date

Signature of applicant

#### O. VERIFICATION CERTIFICATE

(This certificate is not a pre-requisite for obtaining a passport)

1. I hereby certify that I have satisfied myself that the particulars in the above application for a passport furnished by Shri/Smt./Kumari ..... Son/wife/daughter of ..... are correct. I regard the applicant to be a suitable person to be considered for issue of a passport. I have satisfied myself that the applicant is a citizen of India.
2. I have satisfied myself that the applicant is financially sound.

Telephone:

Signature .....

Office: (Name in capital letters) .....

Residence:

Place

Designation .....

Date:

Office stamp .....

Note: If the verifying authority is not in a position to certify the financial soundness of the applicant, that authority may delete paragraph 2 from the verification certificate in which event, the applicant will have to produce a financial guarantee unless otherwise exempted from doing so under rule 6 of the Passports Rules, 1980.

#### CAUTION

This is an important document and should be signed after due consideration (To be signed by a Member of Parliament or Member of Legislative Assembly of State or Union Territory or Member of Legislative Council of a State or Member of Metropolitan Council, Delhi or an officer not below the rank of a Deputy Secretary to Government or a Judicial Magistrate of the first class or a Sub-divisional Magistrate, an Additional District Magistrate or a District Magistrate).

Two specimen signatures or left thumb impression (if male) or right thumb impression (if female) of the applicant/minor on whose behalf application is made.



## SCHEDULE III PART I

(See rule 5)

## FORM EA(P) 2

## GOVERNMENT OF INDIA

## Passport Application Form for Indians residing abroad

**CAUTION:** It is an offence under the Passports Act, 1967 to knowingly furnish false information or suppress material information.

This application form can be used by Indian nationals residing abroad (by an adult for himself/herself or by a parent/legal guardian for minor child/ward) for issue of an ordinary international passport/India-Sri Lanka passport.

To

(Please fill in the name of the Indian Mission/Post to whom you are applying for the passport).

Space for  
Pasting photo-  
graph

(In all three copies of the photograph are required—one to be pasted above and two be enclosed with the application. The photograph should be 50 mm × 60 mm in size and show a frontal view of full face).

## (A) FEE

1. Amount of the fee paid:
2. How you have paid it:

## (B) PARTICULARS OF APPLICANT/MINOR FOR WHOM THE PASSPORT IS REQUIRED

1. Full name in capital letters:  
(Please do not use any initials).
2. Maiden name in case applicant is married woman/widow:
3. Aliases, if any.
4. If you ever changed your name, what was your previous name:
5. Date of birth:
6. Place of birth:
7. Father's name in full:  
(Please do not use initials):
8. Mother's name in full:
9. Husband's name in full in case applicant is married woman/widow:
10. Profession and present occupation:
11. Height: M Cm:
12. Colour of eyes:
13. Colour of hair:
14. Visible distinguishing mark:

## (C) CHILDREN UNDER 15 YEARS OF AGE TO BE INCLUDED IN PASSPORT

Name of child	Place of birth	Date of birth	Relationship to the applicant
---------------	----------------	---------------	-------------------------------

- 1.
- 2.
- 3.
- 4.

Please attach attested copies of birth certificate(s) or school certificate(s) showing date(s) of birth and both the parents' passports.

## (D) ADDRESSES

1. Present address:
2. Permanent address:
3. Telephone Number, if any
4. Particulars of the relative to be intimated in case passport holder faces any difficulty abroad:  
Name:  
Relationship:  
Full address:  
Phone number, if any

## (E) CITIZENSHIP

Are you a citizen of India by birth/descent/registration/naturalisation.

(In case of first application for passport, please attach a certified copy of the citizenship document).

## (F) PREVIOUS PASSPORT

1. Please attach the passport/travel document previously held by you, and indicate the following details:  
Number:  
Date of issue:  
Place of issue:
2. Were you ever refused passport?
3. Was your passport ever ordered to be impounded or revoked?  
(If answer to 2 or 3 above is yes, please enclose a copy of the official communication received by you).

## (G) DECLARATION OF APPLICANT

I solemnly declare that:

- (i) I have not voluntarily acquired the citizenship of another country;
- (ii) I have not lost, surrendered or been deprived of my citizenship of India; and
- (iii) the information given by me in reply to the questions in this form is true.

Place

Date

Signature of applicant

Note: Please give your specimen signatures in the space provided at the end.

## (H) DECLARATION OF PARENT OR LEGAL GUARDIAN IN CASE APPLICATION IS ON BEHALF OF A MINOR

I affirm that the particulars given above are in respect of ..... son/daughter of ..... of whom I am the parent/legal guardian.

I undertake to be entirely responsible for his/her expenses.

I solemnly declare that he/she has not lost, surrendered or been deprived of his/her citizenship of India and that the information given in respect of him/her in this application is true.

Signature of the parent/legal guardian

The specimen signatures or left thumb impression (if male) or right thumb impression (if female) of the applicant/minor on whose behalf the application is made.

1

2

## SCHEDULE III PART I

(See rule 5)

## FORM EA(P)3

## Application for the issue of a Diplomatic/Official Passport

(This application must be accompanied by two passport size photographs—one of them duly attested on reverse.)

1. (a) Full name (in block letters).
- (b) Aliases, if any (in block letters).

## SCHEDULE III PART I

(See rule 5)

FORM EA(P) 4

## Application for issue of an Emergency Certificate

(This application must be accompanied by three passport size photographs)

## I. FEE

1. Amount paid
2. Date of payment
3. Mode of payment.

## II. PERSONAL PARTICULARS

1. (a) Full name  
(in block letters)
- (b) Aliases, if any  
(in block letters)
2. Previous names, if you have ever changed your name.
3. Maiden name in case of a married woman/widow/divorcee
4. Father's name
5. Husband's name in case of a married woman/widow/divorcee
6. Permanent address in India
7. Present address abroad
8. Present national status
9. Profession
10. Place of birth
11. Date of birth
12. Height
13. Colour of eyes
14. Colour of hair
16. Visible distinguishing marks, if any.

## III. PARTICULARS OF CHILD/CHILDREN BELOW 15 YEARS OF AGE TO BE INCLUDED IN THE EMERGENCY CERTIFICATE.

Name Date of birth Place of birth Relationship

1. ....
2. ....
3. ....
4. ....

## IV. PARTICULARS OF THE PASSPORT/TRAVEL DOCUMENT PREVIOUSLY HELD.

1. Did you ever hold a passport/travel document?
2. If so, please furnish the following particulars:
  - (a) Number
  - (b) Date of issue
  - (c) Authority and place of issue.

N. B.:—The Passport/travel document, if available, should be submitted together with this application.

3. If not a position to submit the passport/travel document, please indicate the reasons therefor: .....

## V. REASONS OF APPLYING FOR AN EMERGENCY CERTIFICATE: .....

2. Profession.
3. Present appointment
4. Permanent home address.
5. Present address.
6. Place of birth
7. Date of birth
8. Father's/Husband's name.
9. Personal particulars

- (a) Height
- (b) Colour of eyes
- (c) Colour of hair
- (d) Visible distinguishing marks, if any.

10. Particulars of children below 15 years of age, if to be included in the passport.

Name Date of birth Place of birth Relationship

1. ....
2. ....
3. ....

11. (a) Have you ever applied to any other authority for any other passport?

(b) If so, please give details.

12. Particulars of the previous passport held, if any:

- (a) Number
- (b) Date of issue
- (c) Authority and place of issue.

(d) If diplomatic/official passport previously held by the applicant was returned to the Ministry of External Affairs or any other authority, please indicate where and when it was returned.

N. B.:—The previous passport, if in the custody of the applicant, should be submitted together with this application.

Countries to be visited on duty	Exact nature of Official duty	Period of stay giving approximate dates
.....	.....	.....

## 14. Mode of travel and route:

Place .....

Date .....

Signature of applicant or parent in case application is for a minor.

## CERTIFICATE

1. I hereby certify that Sh./Smt./Kum. .... is (Full name and designation) proceeding abroad on official duty as indicated in item 13 above.

2. I hereby certify that Sh./Smt./Kum. .... is (Full name) son/wife/daughter of Sh./Smt. .... who is (Full name and designation)

proceeding abroad on official duty as indicated in item 13 above.

\*Strike out whichever is not applicable.

Signature of Head of Office

Designation .....

IMPORTANT: Categories of persons to whom official and diplomatic passports are issuable are mentioned in Part I of the Schedule II to the Passports Rules, 1980. Persons not covered by the said Schedule shall not be eligible for official and diplomatic Passports.

.....

.....

Please give two specimen signatures or thumb impressions (left in case of a male and right in case of a female), of the applicant in the space provided above.

VI. DECLARATION OF APPLICANT

I solemnly declare that:—

- (i) I am citizen of India/person of Indian origin;
- \* (ii) I have not voluntarily acquired citizenship of another country; and
- (iii) the information given by me in reply to the question in this form is true.

Place .....

Date .....

Signature or thumb impression  
(left in case of a male and right  
in case of a female) of the  
applicant.

Two specimen signatures or thumb impression, (left in  
case of a male and right in case of a female) of the applicant.

1

2

\*If in possession of a Citizenship of .....  
any other country involuntarily please .....  
give details. ....

SCHEDULE III PART I  
(See rule 5)  
FORM EA(P) 5

Application for the issue of Certificate of Identity

(This application must be accompanied by three passport  
size photographs — one duly attested by local police autho-  
rity — and Residential permit).

I. FEE

- 1. Amount
- 2. Date of payment
- 3. Mode of payment

II. PERSONAL PARTICULARS

- 1. (a) Full name  
(in block letters)
- (b) Aliases, if any  
(in block letters)
- 2. Previous name, if you have ever  
changed your name.
- 3. Maiden name in case of a married  
woman/widow/divorcee
- 4. Father's name
- 5. Husband's name in case of a married  
woman/widow/divorcee
- 6. Last permanent address abroad
- 7. Present address
- 8. Place/Country of origin
- 9. Present national status
- 10. Period of residence in India
- 11. Profession
- 12. Place of birth
- 13. Date of birth
- 14. Height
- 15. Colour of eyes
- 16. Colour of hair
- 17. Visible distinguishing marks, if any.

III. PARTICULARS OF CHILD/CHILDREN BELOW 15  
YEARS OF AGE, TO BE INCLUDED IN THE CERTI-  
FICATE OF IDENTITY.

Name	Date of birth	Place of birth	Relationship
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

IV. 1. PURPOSE OF APPLYING FOR THE CERTIFICATE  
OF IDENTITY:

2. COUNTRIES FOR WHICH THE CERTIFICATE OF  
IDENTITY IS REQUIRED.

V. DECLARATION OF APPLICANT.

I. solemnly declare that:—

- (a) I am of ..... nationality/stateless.
- (b) I have not obtained an Indian/foreign travel  
document before because .....

- (c) the information given by me in reply to the  
questions in this form is true.

Place .....

Date .....

Signature or thumb impression  
(left in case of a male and  
right in case of a female) of  
the applicant.

Two specimen signatures or thumb impressions (left in case  
of a male and right in case of a female) of the applicant.

1.

2.

SCHEDULE III PART I  
(See rule 5)  
FORM EA(P) 6

Application for Renewal of Validity of all types of  
Passports/Travel Documents

- 1. (a) Full Name  
(in block letters)
- (b) Aliases, if any
- 2. Maiden name in case of a married  
woman/widow/divorcee
- 3. Father's/husband's name
- 4. Present address
- 5. Permanent address
- 6. Particulars of the Passport/travel do-  
cument
- (a) Number
- (b) Date of issue
- (c) Authority and place of issue
- (d) Valid until
- 7. (a) Period upto which renewal is re-  
quired
- (b) Reasons of renewal.
- 8. Amount of fee paid
- 9. Mode of payment. (Please enclose  
money order receipt if the fee was  
sent by money order).

10. DECLARATION

I declare that I have not lost or surrendered my  
citizenship of India since the above passport or travel  
document was issued to me. I further declare that I  
have no other passport or travel document in my  
possession.

Place .....

Date .....

Signature or thumb impression  
(left in case of a male and  
right in case of a female) of  
the applicant.

## SCHEDULE III PART I

(See rule 5)

## FORM EA(P) 7

Application for Additional Endorsement on all types of  
Passports/Travel Documents

1. (a) Full name  
(in block letters)
- (b) Aliases, if any
2. Maiden name in case of a married  
woman/widow/divorcee
3. Present address
4. Permanent address
5. Particulars of the passport/travel docu-  
ment
  - (i) Number
  - (ii) Date of issue
  - (iii) Authority and place of issue
  - (iv) Valid until
6. Country/Countries for which additional  
endorsement is required
7. Reasons for additional endorsement  
asked for:—
8. Amount of fee paid:
9. Mode of payment of fee:

N. B.— Please enclose money order receipt if the fee was  
sent by money order.

Place .....

Date .....

.....  
Signature or thumb impression  
(left in case of a male and  
right in case of a female) of  
the applicant.

## SCHEDULE III PART I

(See rule 5)

## FORM EA(P) 8

Application for Miscellaneous Services on all types of  
Passports/Travel Documents

1. (a) Full name  
(in block letters)
- (b) Aliases, if any  
(in block letters)
2. Maiden name in case of a married  
woman/widow/divorcee
3. Present address
4. Permanent address
5. Particulars of the Passport/travel docu-  
ment
  - (i) Number
  - (ii) Date of issue
  - (iii) Authority and place of issue
  - (iv) Valid until
6. (i) Exact nature of service required  
(ii) Reasons for request of the service
7. Amount of fee paid
8. Mode of payment

N. B.— Please enclose money order receipt if the fee was  
sent by money order.

Place .....

Date .....

.....  
Signature or thumb impression  
(left in case of a male and  
right in case of a female) of  
the applicant.

## SCHEDULE III PART I

(See rule 5)

## FORM EA(P) 9

Application for issue of a New Booklet or Additional Sheets  
when all the pages of Passport (all types) or Travel  
Document held by the applicant are used up

(This application must be accompanied by two passport  
size photographs. If there is a change in the appearance, the  
photographs should be duly attested on reverse by a Gazetted  
Officer/Notary Public).

1. (a) Full name  
(in block letters)
- (b) Aliases, if any  
(in block letters)
2. Maiden name in case of a married  
woman/widow/divorcee
3. Present address
4. Permanent address
5. Particulars of the passport/travel docu-  
ment
  - (i) Number
  - (ii) Date of issue
  - (iii) Authority and place of issue
  - (iv) Valid until
6. Amount of fee paid
7. Mode of payment

N. B.— Please enclose money order receipt if the fee was  
sent by money order.

Place .....

Date .....

.....  
Signature or thumb impression  
(left in case of a male and  
right in case of a female) of  
the applicant.

Two specimen signatures or thumb impressions (left in  
case of a male and right in case of a female) of the applicant

## SCHEDULE III PART I

(See rule 5)

## FORM EA(P) 10

Application for the issue of all types of Duplicate Passports/  
Travel Documents which have been lost, stolen or damaged

(This application should be made in DUPLICATE and be  
accompanied three passport size photographs).

## I. FEE

1. Amount paid
2. Date of payment
3. Mode of payment

N. B.— Please attach money order receipt if fee was sent by  
money order

## II. PERSONAL PARTICULARS

1. (a) Full name  
(in block letters)
- (b) Aliases, if any  
(in block letters)
2. Maiden name in case of a married  
woman/widow/divorcee
3. Father's name
4. Husband's name in case of a mar-  
ried woman/widow/divorcee
5. Permanent address in India
6. Present address
7. Profession
8. Height
9. Place of birth

10. Date of birth
11. Colour of eyes
12. Colour of hair
13. Visible distinguishing marks, if any.

### III. PARTICULARS OF THE CHILD/CHILDREN INCLUDED IN THE PASSPORT/TRAVEL DOCUMENT WHICH HAS BEEN LOST, STOLEN OR DAMAGED

Name	Date of birth	Place of birth	Relationship
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

### IV. PARTICULARS OF THE PASSPORT/TRAVEL DOCUMENT WHICH HAS BEEN LOST, STOLEN OR DAMAGED

1. Number
2. Date of issue
3. Authority and place of issue
4. Valid until
5. State briefly the circumstances in which the passport/travel document was lost, stolen or damaged.

N. B. — In case of lost or theft, please attach a copy of the Police report.

Place .....

Date .....

Signature or thumb impression (left in case of male and right in case of female) of the applicant.

Two specimen signatures or thumb impressions (left in case of male and right in case of female) of the applicant.

### SCHEDULE III — PART I

(See rule 5)

FORM EA(P) 11

### APPLICATION FOR INDIA-BANGLADESH PASSPORT

This application form can be used by an adult for himself/herself or by a parent legal guardian for a person below 18 years of age.

(This application should be accompanied by four passport size photographs duly attested by a Gazetted officer or a Notary Public).

#### I. FEE

1. Amount paid
2. Date of payment
3. Mode of payment

#### II. PARTICULARS OF THE APPLICANT/MINOR FOR WHOM THE PASSPORT IS REQUIRED

1. (a) Full name  
(in block letters)
- (b) Aliases, if any  
(in block letters)
2. Maiden name in case of a married woman/widow/divorcee
3. Previous name if you have ever changed your name
4. Father's name
5. Husband's name in case of a married woman/widow/divorcee
6. Permanent address in India

7. Present address
8. Profession
9. Height
10. Place of birth
11. Date of birth
12. Colour of eyes
13. Colour of hair
14. Visible distinguishing marks, if any

### III. PARTICULARS OF CHILD/CHILDREN BELOW 15 YEARS OF AGE TO BE INCLUDED IN PASSPORT

Name	Date of birth	Place of birth	Relationship
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

### IV. PARTICULARS OF PREVIOUS PASSPORT/TRAVEL DOCUMENT

1. Did you ever hold a passport/travel document?
2. If so, please furnish the following particulars:
  - (a) Number
  - (b) Date of issue
  - (c) Authority and place of issue:

N. B. — The passport/travel document should be submitted together with this application (if not available, please state Reasons):—

### V. DECLARATION BY APPLICANT

(Required when applicant is a major)

I solemnly declare that:

- (i) I have not voluntarily acquired citizenship of any other country;
- (ii) I have not lost, surrendered or been deprived of my citizenship of India;
- (iii) The information given by me in reply to the questions in this form is true.

Place .....

Date .....

Signature or thumb impression (left in case of a male and right in case of female) of the applicant.

### VI. DECLARATION BY PARENT OR LEGAL GUARDIAN IN CASE PASSPORT IS FOR A MINOR.

I solemnly affirm that I am the parent/legal guardian of ..... son/daughter of ..... whose particulars are given above.

I solemnly undertake to be entirely responsible for his/her maintenance abroad and for payment of any expenditure incurred by the Government of India on his/her repatriation.

I solemnly affirm that he/she has not lost, surrendered or been deprived of his/her citizenship of India; that he/she does not hold citizenship of any other country; and that the information given in respect of him/her in this application is true.

Place .....

Date .....

Signature or thumb impression (left in case of a male and right in case of a female) of the parent/legal guardian

Two specimen signatures or thumb impressions (left in case of a male and right in case of a female) of the applicant/minor on whose behalf application is made.

1

2

SCHEDULE III — PART I

(See rule 5)

FORM EA(P) 12

Application for India — Sri Lanka Passport

(For repatriates — 1964 and 1974 agreements)

(Three unmounted passport-size bust photographs, taken full face, of the applicant, should be enclosed with application. The photographs should have, on the reverse, the certificate "true photo of ....." signed by the Estate Superintendent in the case of applicants from estates, and by D.R.O., Gram Sevaka or M.P. for the area in the case of others).

CAUTION

Applicants are warned that if any of the information supplied by them below is found to be false or inaccurate, not only will their applications be liable to be rejected or their passports, if already granted be liable to be cancelled but they will render themselves liable to prosecution.

- 1. (i) Full name, with alias, if any (in block letters)
- (ii) Have you ever changed your name? If so, what was your previous name?
- 2. Are you married or single?
- 3. If married woman/widow, state maiden name.
- 4. Place (Village, town, district, etc.) and date of birth (attach documents in support, if possible).
- 5. Profession:
- 6. Educational Qualifications:
- 7. Present occupation:
- 8. (i) Personal Particulars of applicant:
  - (a) Height m. cm.
  - (b) Colour of eyes:
  - (c) Colour of hair:
  - (d) Visible distinguishing marks, if any:
- (ii) of Children below 15 years if to be included in the passport.

	Full name	Sex	Date of birth
1.			
2.			
3.			
4.			
5.			

- 9. Father's name and place and date of birth:
- 10. If married woman or widow, husband's or late husband's nationality, name and place of birth.
- 11. How long have you been continuously residing in Sri Lanka?
- 12. Have you at any time resided in any other country including Pakistan? State countries and period.
- 13. What was your occupation while residing in the countries mentioned in col. 12?
- 14. Have you ever applied for a travel document and been refused? If so, when and under what circumstances?
- 15. Have you ever been issued with a passport which was later impounded or cancelled? If so give particulars.
- 16. Present address in Sri Lanka.
- 17. Names and addresses of two responsible persons in India who would be prepared to vouch for you.
  - (1)
  - (2)
- 18. Whether applicant prefers an India-Sri Lanka passport or an Emergency Certificate?

Two specimen signatures or thumb impressions of applicant      Two specimen signatures or thumb impressions of wife if to be included in passport.

I solemnly declare that I am an Indian citizen and that I have not lost, surrendered or been deprived of my Indian citizenship and that the information given by me in reply to the questionnaire is true.

Place:      Signature or thumb impression of applicant  
Date:

I, the undersigned ..... residing at ..... holder of India-Sri Lanka passport/Emergency Certificate No. .... dated ..... hereby apply for the grant of passport to ..... whose parent/legal guardian I am. I undertake to be entirely responsible for all his/her expenses.

Signature/Thumb impression of Parent/Guardian

This certificate is required only when the application is made on behalf of a person below 15 years of age.

SCHEDULE III — PART II

(See rule 6)

FORM OF GUARANTEE

(To be executed on non-judicial stamp paper)

Whereas ..... son/wife/daughter of ..... is desirous of proceeding abroad accompanied by his/her .....

I/We the undersigned ..... residing at ..... [hereinafter called the Guarantor(s)] do hereby agree promise and undertake jointly and severally to provide suitable maintenance for and pay the travelling expenses of the said ..... during the period he/she/they shall be abroad and, in the event of my/our failing to provide or cause to be provided such maintenance and travelling expenses as aforesaid, I/we jointly and severally hereby agree to pay the President of India and his successors in office and assigns (hereinafter called "the Government of India") without any demur all such costs and expenses as may be incurred by the Government of India on the maintenance and repatriation of the said ..... and wife/children in the event of his/her/their repatriation to India.

In the event of the said ..... dying abroad, I/we hereby undertake and agree to reimburse to the Government of India all such costs and expenses as may be incurred for her/his/their burial/cremation.

And it is hereby further agreed by me/us jointly and severally: —

(i) that the Government of India shall be at liberty to grant to the said ..... such indulgence as it may think proper without discharging or impairing my/our liability hereunder; and

(ii) that the authority to determine the costs, charges and expenses in such cases referred to above shall rest exclusively with the Government of India and that it shall be binding on me/us and my/our heirs, executors, administrators, and legal representatives as a continuing guarantee to pay such costs, charges and expenses as may be determined by the Government of India, without any objection whatsoever.

This guarantee will remain subsisting until discharged by the Government in writing.

Signed by the guarantor: —

(1) .....

Address: .....

(2) .....

Address: .....

on the ..... day of ..... 198 .....

in the presence of: —

Place of guarantee

(1) .....

Address: .....

(2) .....

Address: .....

\* Here insert the names of wife/or wife and Children, if a joint passport is to be issued.

N. B. 1. This form must be accompanied by: —

(i) documentary proof to the effect that the signatory/ signatories pay income tax, property tax or agricultural income tax, or

(ii) a certificate of solvency from any revenue authority, not below the rank of a tehsildar, to the effect that the guarantor is financially solvent to the extent of Rs. 10,000 or more.

2. Words/phrases not applicable in the form should not be reproduced in the guarantee.

3. The value of the non-judicial stamp paper will be as specified in the Stamp Act in force in a State when the Bond is executed.

### SCHEDULE III—PART III

(See rule 11)

#### FORM P-1

#### FORM OF DIPLOMATIC PASSPORT

(Front Cover)

#### DIPLOMATIC PASSPORT

Emblem

REPUBLIC OF INDIA

(Inside front Cover)

Emblem

These are to request and required in the Name of the President of the Republic of India all those whom it may concern to allow the bearer to pass freely without let or hindrance, and to afford him or her every assistance and protection of which he or she may stand in need.

Given at .....  
the ..... day of ... 19...  
BY ORDER OF THE  
PRESIDENT OF INDIA

(Page 1)

This passport contains 32 pages

DIPLOMATIC PASSPORT  
INDIA

No. OF PASSPORT .....

NAME OF BEARER .....

ACCOMPANIED BY HIS WIFE .....  
(MAIDEN NAME)

AND ..... CHILDREN

NATIONAL STATUS

(Page 2)

DESCRIPTION

Wife

Profession .....

Place and date of birth .....

Domicile .....

Height ..... M. .... Cm. .... M. .... Cm. ....

Colour of eyes .....

Colour of hair .....

Visible distinguishing .....

Marks .....

CHILDREN

Name Date of Birth Male/Female

(Page 3)

PHOTOGRAPH OF BEARER

(PHOTO)

SIGNATURE OF BEARER

WIFE

(PHOTO)

SIGNATURE OF WIFE

(Page 4)

Countries for which this passport is valid

Unless renewed the Validity of this Passport expires on

Issued at .....

Date .....

(Page 5)

Home address

Permanent address in India:—

(Including Village or Town, District and State)

Name of Father/Husband and his full address

(Including Village or Town, District and State)

#### OBSERVATIONS

(Page 6)

#### RENEWALS

Pages 7 to 29

VISAS

(Pages 30-31)

#### Foreign Exchange for Travelling Expenses

No entries to be made on this page except by an authorised dealer in foreign exchange.

Date	Country of travel for which exchange has been sold	Amount issued or refunded (Sterling or rupee equivalent to nearest £ or Re.)	Stamp and signature of Authorised Dealer selling exchange
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(Page 32)

#### REGULATIONS

(In Hindi)

#### CAUTION

(In Hindi)

(Inside back cover)

#### REGULATIONS

#### Validity of Diplomatic Passports

1. A Diplomatic Passport will automatically cease to be valid if the person to whom it was issued ceases to exercise the functions which rendered him eligible to receive a Diplomatic Passport. In such an event, a Diplomatic Passport will have to be surrendered to the Ministry of External Affairs, New Delhi, or to an Indian Mission empowered to issue Passports to Indians abroad.

2. This Passport is available for travel only to the countries specified on page 4, but may be endorsed for additional countries. The possession of a Passport so endorsed does not exempt the holder from compliance with any immigration laws in force in any country or from the necessity of obtaining a visa where required.

3. (a) Even if particulars of the wife of a Passport holder are included in his Passport, she cannot travel on it alone;

(b) Children who are above fifteen years of age require separate Passports.

4. A Passport can be revalidated at any time after the expiry of its existing validity but within its total life.

5. Passport should not be sent out of any country by post.





exempt the holder from compliance with any immigration laws in force in any country or from the necessity of obtaining a visa where required.

3. (a) Even if particulars of the wife of a Passport holder are included in his Passport, she cannot travel on it alone; (b) Children who are above fifteen years of age require separate Passports.

4. A Passport can be revalidated at any time after the expiry of its existing validity but within its total life.

5. Passport should not be sent out of any country by post.

CAUTION

1. THIS PASSPORT IS A VALUABLE DOCUMENT. IT SHOULD NOT BE ALLOWED TO PASS INTO THE POSSESSION OF ANY UNAUTHORISED PERSON. IF LOST OR DESTROYED THE FACT AND CIRCUMSTANCES SHOULD BE IMMEDIATELY REPORTED TO THE NEAREST "PASSPORT ISSUING AUTHORITY" IN INDIA OR (IF THE HOLDER IS ABROAD) TO THE NEAREST INDIAN MISSION AND TO THE LOCAL POLICE.

2. THIS PASSPORT MUST NOT BE ALTERED OR MUTILATED IN ANY WAY NOR ANY ENDORSEMENT MADE ON IT BY ANY PERSON OTHER THAN A DULY AUTHORISED OFFICIAL.

3. THIS PASSPORT MAY BE CANCELLED OR WITHDRAWN AT ANY TIME AT THE DISCRETION OF THE GOVERNMENT OF INDIA IN WHICH EVENT THE HOLDER MUST SURRENDER THE PASSPORT TO THE NEAREST PASSPORT ISSUING AUTHORITY.

4. THE PASSPORT IS A SURE MEANS OF ESTABLISHING THE HOLDER'S IDENTITY AND SHOULD, THEREFORE BE CARRIED PERSONALLY.

SCHEDULE III — Part III

(See rule 11)

FORM P-3

FORM OF ORDINARY PASSPORT

(Front Cover)

PASSPORT

Emblem

REPUBLIC OF INDIA

(Inside front cover)

Emblem

These are to request and require in the Name of the President of the Republic of India all those whom it may concern to allow the bearer to pass freely without let or hindrance, and to afford him or her, every assistance and protection of which he or she may stand in need.

Given at ..... the ..... day of ..... 19.....

BY ORDER OF THE PRESIDENT OF THE REPUBLIC OF INDIA

(Page 1)

This Passport contains 32 pages

PASSPORT INDIA

NO. OF PASSPORT .....

NAME OF BEARER .....

ACCOMPANIED BY HIS WIFE (MAIDEN NAME) .....

AND ..... CHIDREN .....

NATIONAL STATUS

(Page 2)

DESCRIPTION

Wife

Profession ..... Place and date of birth .....

Domicile ..... Height ..... M. .... Cm. .... M. .... Cm. .... Colour of eyes ..... Colour of hair ..... Visible distinguishing marks .....

CHILDREN

Name Date of Birth Male/Female

(Page 3)

PHOTOGRAPH OF BEARER

(PHOTO)

SIGNATURE OF BEARER

WIFE

(PHOTO)

SIGNATURE OF WIFE

(Page 4)

Countries for which this Passport is valid

Unless renewed the validity of this Passport expires on

Issued at ..... date .....

(Page 5)

Home Address

Permanent address in India: — (Including Village or Town, District and State)

Name of Father/Husband and his full address (Including Village or Town, District and State)

OBSERVATIONS

(Page 6)

RENEWALS

(Page 7 to 29)

VISAS

(Pages 30-31)

FOREIGN EXCHANGE FOR TRAVELLING EXPENSES

No entries to be made on this page except by an authorised dealer in foreign exchange.

Date	Country of travel for which exchange has been sold	Amount issued or refunded (Sterling or rupee equivalent to nearest £. or Re.)	Stamp and signature of Authorised Dealer selling exchange
------	--	---	---

(Page 32)  
**REGULATIONS (IN HINDI)**  
**REGISTRATION (IN HINDI)**  
**CAUTION (IN HINDI)**

(Inside back cover)  
**REGULATIONS**

1. This Passport is available for travel only to the countries specified on page 4 but may be endorsed for additional countries. The possession of a Passport so endorsed does not exempt the holder from compliance with any immigration laws in force in any country or from the necessity of obtaining a visa where required.

2. (a) Even if particulars of the wife of a Passport holder are included in his Passport, she cannot travel on it alone;

(b) Children who are above fifteen years of age require separate Passports.

3. A Passport can be revalidated at any time after the expiry of its existing validity but within its total life.

4. Passport should not be sent out of any country by post.

**REGISTRATION**

It is most important that Indian citizens resident abroad should at the earliest opportunity register their names and addresses at the nearest Indian Mission. Changes of address or departure from that country should also be notified to them.

**CAUTION**

1. THIS PASSPORT IS A VALUABLE DOCUMENT. IT SHOULD NOT BE ALLOWED TO PASS INTO THE POSSESSION OF ANY UNAUTHORISED PERSON. IF LOST OR DESTROYED, THE FACT AND CIRCUMSTANCES SHOULD BE IMMEDIATELY REPORTED TO THE NEAREST "PASSPORT ISSUING AUTHORITY" IN INDIA OR (IF THE HOLDER IS ABROAD) TO THE NEAREST INDIAN MISSION AND TO THE LOCAL POLICE.

2. THIS PASSPORT MUST NOT BE ALTERED OR MUTILATED IN ANY WAY NOR ANY ENDORSEMENT MADE ON IT BY ANY PERSON OTHER THAN A DULY AUTHORISED OFFICIAL.

3. THIS PASSPORT MAY BE CANCELLED OR WITHDRAWN AT ANY TIME AT THE DISCRETION OF THE GOVERNMENT OF INDIA IN WHICH EVENT THE HOLDER MUST SURRENDER THE PASSPORT TO THE NEAREST PASSPORT ISSUING AUTHORITY.

4. THE PASSPORT IS A SURE MEANS OF ESTABLISHING THE HOLDER'S IDENTITY AND SHOULD, THEREFORE, BE CARRIED PERSONALLY.

**SCHEDULE II—Part III**  
 (See rule 11)  
**FORM P-4**

**FORM OF EMERGENCY CERTIFICATE**

(Front Cover)

**GOVERNMENT OF INDIA**

Emblem

**EMERGENCY CERTIFICATE**

(Page 1)

Emblem

**EMERGENCY CERTIFICATE**

No. ....

This is to certify that ..... has applied to me for the grant of an Emergency Certificate and that I have no reason to doubt his/her statement.

Seal ..... Signature of Issuing Authority

Date .....

(Page 2)

**DESCRIPTION**

- (a) Profession .....  
 (b) National Status .....  
 (c) Father's/Husband's name .....  
 (d) Place and date of birth .....  
 (e) Address in India .....  
 (f) Visible distinguishable mark, if any .....  
 (g) Height .....  
 (h) Colour of hair .....  
 (i) Colour of eyes .....

(Page 3)

The holder is accompanied by a child/.....children whose particulars are shown below:

**Particulars of child/children**

S. No.	Name	Date of birth	Sex
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....

Photograph  
of Bearer

Signature of Bearer

(Page 4)

This certificate is only valid for journey to .....  
 ..... via .....

Unless renewed the validity of this certificate expires on .....

Renewed up to .....

Renewed at .....

Date .....

(Pages 5 and 6)

**VISAS**

N.B.—The possession of this Emergency Certificate does not exempt the holder from compliance with any immigration regulations in force in the country of destination or from the necessity of obtaining a visa when required.

**SCHEDULE III—Part III**

(See rule 11)

**FORM P-5**

**FORM OF IDENTITY CERTIFICATE**

(Front Cover)

**GOVERNMENT OF INDIA**

Emblem

**IDENTITY CERTIFICATE**

(Inside front cover)

Emblem

**IDENTITY CERTIFICATE**

This certificate is issued for the sole purpose of providing the holder with identity papers in lieu of a national passport. It is without prejudice to and in no way affects the national status of the holder. If the holder obtains a national passport, this certificate ceases to be valid and must be surrendered to the nearest Indian Passport Issuing Authority.

This certificate is valid for travel to Countries mentioned at page 5 and its validity expires on .....

Signature & seal of the Issuing Authority

Place ..... Date .....

(Page 1)

This Identity Certificate contains 13 pages

**IDENTITY CERTIFICATE  
INDIA**

No. of Identity Certificate .....

Name of holder .....

Nationality of origin .....

(Page No. 2)

**Personal Description**

Profession .....

Date of birth .....

Place of birth .....

Name of father/husband .....

Name of mother .....

Height .....

Colour of Hair .....

Colour of eyes .....

(Page No. 3)

Distinguishing marks .....

Present occupation .....

Last permanent address abroad .....

Present address .....

(Page No. 4)

The holder is accompanied by a child/.....children whose particulars are given below:

Particulars of Children			
S. No.	Name	Date of birth	Sex
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....

Photograph  
of Holder

(Signature of Holder)

(Page No. 5)

**ENDORSEMENTS**

(Pages No. 6 and 7)

**RENEWALS**

(Pages 8 to 13)

**VISAS**

**SCHEDULE-III PART-III**  
(See Rule 11)

**FORM P-6**

**FORM OF INDIA-BANGLADESH PASSPORT FOR  
TRAVEL BETWEEN INDIA AND BANGLADESH**

(Front Cover)

**INDIA — BANGLADESH PASSPORT**

Emblem

**REPUBLIC OF INDIA**

(Inside front cover)

These are to request and require in the Name of the President of the Republic of India all those whom it may concern to allow the bearer to pass freely without let or hindrance, and to afford him or her every assistance and protection of which he or she may stand in need.

Given at .....  
the ..... date of ..... 19.....

By order of the President of the Republic of India

(Page 1)

This Passport contains 32 pages

**GOVERNMENT OF INDIA  
PASSPORT**

This Passport is valid for direct travel between India and Bangladesh and may not be used for travel to any other country.

No. of Passport .....

Name of Bearer .....

**Permanent Address in India**

Village or Town .....

Police Station .....

District ..... State .....

Accompanied by ..... Children

**National Status**

(Page 2)

**DESCRIPTION**

Profession .....

Place, district and State of birth .....

Date of birth .....

Domicile .....

Height ..... M ..... Cm. ....

Colour of Eyes .....

Colour of Hair .....

Visible Distinguishing Marks .....

**CHILDREN**

	Name	Date of Birth	Male/Female
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....

(Page 3)

**PHOTOGRAPH OF BEARER**

(PHOTO)

Signature of bearer

**OBSERVATIONS**

(Page 4)

Unless renewed the validity of this Passport expires on:

RENEWALS

(Page 5)

Name of Father and his full address  
(including village or town, district and State):—

.....  
.....  
.....

If holder is a married lady or a widow, name, occupation and address or last address of husband.

.....  
.....  
.....

(Pages 6 to 16)

VISAS

(Pages 17 to 30)

ENDORSEMENT

(Pages 31 and 32)

FOREIGN EXCHANGE FOR TRAVELLING EXPENSES

No entries to be made on this page except by an authorised dealer in foreign exchange.

Date	Amount issued or refunded (Sterling or rupee equivalent to nearest £ or Re.)	Stamp and signature of Authorised Dealer selling exchange

(Inside back cover)

Hindi Version

IMPORTANT

1. This passport is the property of the Government of India, and may, at the discretion of that Government, at any time, be revoked, and where the passport is so revoked, it shall be lawful for that Government to retain its possession if it is in its possession and to recover its possession if it is not in its possession.

2. In case of loss of this passport, that fact and the circumstances leading to the loss must be reported immediately to the issuing authority and the nearest police station or, if loss occurs while in Bangladesh, to the nearest Indian Diplomatic Mission and the local police.

3. This passport must not be altered or mutilated in any way nor any endorsement made on it by any person other than a duly authorised official.

REGULATIONS

1. Application for renewal must be made before the date of expiry of the passport and normally not more than three months before such expiry.

2. The possession of this passport does not exempt the bearer from compliance with Visa and Immigration regulations of Bangladesh and emigration rules of India.

3. (i) A separate passport must be taken out for each person fifteen years of age.

(ii) Children under fifteen years of age may be included in the passport of either parent whom they accompany.

4. This passport should not be sent out of the country of residence by post.

SCHEDULE III—PART III

(See Rule 11)

FORM P-7

FORM OF INDIA-SRI LANKA PASSPORT

(Front Cover)

INDIA - SRI LANKA PASSPORT

Emblem

REPUBLIC OF INDIA

(Inside front cover)

These are to request and require in the Name of the President of the Republic of India all those whom it may concern to allow the bearer to pass freely without let or hindrance, and to afford him or her every assistance and protection of which he or she may stand in need.

Given at .....  
the ..... day  
of ..... 19..  
Seal By order of the President of the Republic of India.

(Page 1)

This Passport contains 32 pages.

GOVERNMENT OF INDIA

PASSPORT

This Passport is valid only for direct travel between India and Sri Lanka and may not be used for travel to any other country.

No. of Passport .....

Name of Bearer .....

Permanent Address in India/Sri Lanka

Village or Town .....

Police Station .....

District .....

Accompanied children Province

National Status

(Page 2)

DESCRIPTION

Profession .....

Place and Date of Birth .....

Domicile .....

Height ..... m ..... cm

Colour of eyes .....

Colour of hair .....

Visible distinguishing marks .....

Name of father and his address .....

If married lady or a widow name and address of husband

.....

.....

CHILDREN

Name	Date of birth	Male/Female
1.		
2.		
3.		
4.		

(Page 3)

PHOTOGRAPH OF BEARER  
PHOTO

Signature of bearer

OBSERVATIONS

(Page 4)

Unless renewed the validity of this Passport expires on

RENEWALS

(Page 5)

RENEWALS

(Pages 6 to 16)

VISAS

(Pages 17 to 31)

ENDORSEMENT

(Page 32)

REGULATION (in Hindi)  
CAUTION (in Hindi)

(Inside back cover)

REGULATIONS

1. This Passport is only available for travel to Sri Lanka.
2. The possession of this Passport does not exempt the bearer from compliance with Visa & Immigration regulations of Shri Lanka and the emigration of India.
3. (i) A separate Passport must be taken out for each person above fifteen years of age;  
(ii) Children under fifteen years of age may be included in the Passport of either parent whom they accompany.
4. A Passport can be revalidated at any time after the expiry of its existing validity but within its total life.
5. This Passport should not be sent out of the country of residence by post.

CAUTION

1. THIS PASSPORT IS A VALUABLE DOCUMENT. IT SHOULD NOT BE ALLOWED TO PASS INTO THE POSSESSION OF ANY UNAUTHORISED PERSON. IF LOST OR DESTROYED THE FACT AND CIRCUMSTANCES SHOULD BE IMMEDIATELY REPORTED TO THE NEAREST "PASSPORT ISSUING AUTHORITY" IN INDIA OR (IF THE HOLDER IS IN SRI LANKA) TO THE INDIAN MISSION AND TO THE LOCAL POLICE.
2. THIS PASSPORT MUST NOT BE ALTERED OR MUTILATED IN ANY WAY NOR ANY ENDORSEMENT MADE ON IT BY ANY PERSON OTHER THAN A DULY AUTHORISED OFFICIAL.
3. THIS PASSPORT MAY BE CANCELLED OR WITHDRAWN AT ANY TIME AT THE DISCRETION OF THE GOVERNMENT OF INDIA, IN WHICH EVENT, THE HOLDER MUST SURRENDER THE PASSPORT TO THE NEAREST PASSPORT ISSUING AUTHORITY.
4. THE PASSPORT IS A SURE MEANS OF ESTABLISHING THE HOLDER'S INDENTITY AND SHOULD, THEREFORE, BE CARRIED PERSONALLY.

SCHEDULE III — PART — III

(See Rule 11)

FORM P-8

FORM OF INDIA-SRI LANKA PASSPORT

(FOR REPATRIATES — 1964 AND 1974 AGREEMENTS)

(Front Cover)

INDIA-SRI LANKA PASSPORT

(FOR REPATRIATES — 1964 AND 1974 AGREEMENTS)

EMBLEM

REPUBLIC OF INDIA

(Inside front cover)

Emblem

These are to request and require in the Name of the President of the Republic of India all those whom it may concern to allow the bearer pass freely without let on hindrance and to afford him or her every assistance and protection of which he or she may stand in need.

Given at .....  
the ..... day  
of ..... 19

BY ORDER OF THE PRESIDENT OF THE REPUBLIC  
OF INDIA

(Page 1)

This Passport contains 16 pages

GOVERNMENT OF INDIA

PASSPORT

This Passport is valid only for direct travel between India and Sri Lanka and may not be used for travel to any other country

No. of Passport .....

Name of bearer .....

Address

In India

In Sri Lanka

Accompanied by ..... Children

National Status

Citizen of India

(Page 2)

DESCRIPTION

Profession .....

Place and date of birth .....

Domicile .....

Height ..... M ..... Cm.

Coulour of eyes .....

Colour of hair .....

Visible distinguishing marks .....

If married lady or a widow name of husband .....

CHILDREN

Name Date of birth Male/female

1. ....

2. ....

3. ....  
4. ....  
5. ....  
6. ....

(Pages 12 to 15)  
VISAS

(Page 16)  
REGULATIONS (in Hindi)  
CAUTION (in Hindi)

(Page 2)  
PHOTOGRAPH OF BEARER

(Inside back cover)  
REGULATIONS

PHOTO

SIGNATURE OF BEARER  
OBSERVATIONS

(Page 4)

Unless renewed the validity of this Passport expires on:

#### RENEWALS

(Page 5)  
OBSERVATION

HIGH COMMISSION OF INDIA IN SRI LANKA  
COLOMBO

ASSISTANT HIGH COMMISSION OF INDIA, KANDY  
(SRI LANKA)

Certificate of Registration

(India-Sri Lanka Agreements, 1964 and 1974)

It is certified that the person whose particulars are given in this Passport has been registered by me as a citizen of India under the provisions of Section 5(1) (b) Citizenship Act, 1955 vide Number ..... dated .....

Third Secretary/Attache/Competent Authority.

(Pages 6 to 11)  
ENDORSEMENTS

1. This Passport is only available for travel to Sri Lanka.
2. The possession of this Passport does not exempt the bearer from compliance with Visa & Emigration regulations of Sri Lanka and the immigration regulations of India.
3. (i) A Separate Passport must be taken out for each person above fifteen years of age;  
(ii) Children under fifteen years of age may be included in the Passport of either parent whom they accompany.
4. A Passport can be revalidated at any time after the expiry of its existing validity but within its total life.
5. This Passport should not be sent out of the country of residence by post.

#### CAUTION

1. THIS PASSPORT IS A VALUABLE DOCUMENT. IT SHOULD NOT BE ALLOWED TO PASS INTO THE POSSESSION OF ANY UNAUTHORISED PERSON. IF LOST OR DESTROYED, THE CIRCUMSTANCES SHOULD BE IMMEDIATELY REPORTED TO THE NEAREST "PASSPORT ISSUING AUTHORITY" IN INDIA OR (IF THE HOLDER IS IN SRI LANKA) TO THE INDIAN MISSION AND TO THE LOCAL POLICE.
2. THIS PASSPORT MUST NOT BE ALTERED OR MUTILATED IN ANY WAY NOR ANY ENDORSEMENT MADE ON IT BY ANY PERSON OTHER THAN A DULY AUTHORISED OFFICIAL.
3. THIS PASSPORT MAY BE CANCELLED OR WITHDRAWN AT ANY TIME AT THE DISCRETION OF THE GOVERNMENT OF INDIA, IN WHICH EVENT, THE HOLDER MUST SURRENDER THE PASSPORT TO THE NEAREST PASSPORT ISSUING AUTHORITY.
4. THE PASSPORT IS A SURE MEANS OF ESTABLISHING THE HOLDER'S IDENTITY AND SHOULD, THEREFORE, BE CARRIED PERSONALLY.

#### SCHEDULE-IV

(See rule-8)

Schedule of fees payable in respect of applications for passports and travel documents

S. No.	Particulars of application	Scale of fees		
		India	Cat. 'A' Countries	Abroad Cat. 'B' Countries (Please see note 2 at the end)
1	2	3	4	5
1.	Ordinary passport with a maximum initial validity of five years	Rs. 50/-	Rs. 50/-	Rs. 50/-
2.	Renewal of ordinary passport	Rs. 50/- for five years or Rs. 10/- per year or part thereof.		
3.	Issue of duplicate passport in lieu of the ordinary passport on the ground that it has been lost, stolen, damaged, destroyed or for any other such reason	Rs. 50/-	Rs. 50/-	Rs. 50/-
4.	Emergency Certificate with an initial validity of six months	—	Rs. 15/-	Rs. 10/-
5.	Renewal of Emergency Certificate (two renewals for three months at a time)	—	Rs. 7.25	Rs. 5/-
6.	Duplicate Emergency Certificate in lieu of the Emergency Certificate that has been lost, stolen, damaged or destroyed	—	Rs. 15/-	Rs. 10/-
7.	Certificate of Identity with a maximum initial validity of two years	Rs. 20/-	Rs. 30/-	Rs. 20/-



1	2	3	4	5
8.	Renewal of Certificate of Identity (per year or part thereof for two years)	Rs. 10/-	Rs. 15/-	Rs. 10/-
9.	Duplicate Certificate of Identity in lieu of the Certificate of Identity that has been lost, stolen, damaged or destroyed	Rs. 20/-	Rs. 30/-	Rs. 20/-
10.	(i) Additional endorsement or other miscellaneous service on ordinary passport (not being a miscellaneous service referred to in item (ii) of this entry)	Rs. 10/-	Rs. 30/-	Rs. 20/-
	(ii) Adding supplementary booklet when all the pages in an existing ordinary passport are used up	Rs. 10/-	Rs. 15/-	Rs. 10/-
	(iii) Additional endorsement or miscellaneous service on an Emergency Certificate	—	Rs. 7.25	Rs. 5/-
	(iv) Additional endorsement or miscellaneous service on a Certificate of Identity	Rs. 10/-	Rs. 15/-	Rs. 10/-
11.	India-Bangladesh Passport for travel between India and Bangladesh with a Maximum initial validity of three years	Rs. 15/-	—	Rs. 15/- (In Bangladesh)
12.	Renewal of India-Bangladesh passport	Rs. 15/- for years or Rs. 5/- per year or part thereof	—	Rs. 15/- for 3 years or Rs. 5/- per year or part thereof (In Bangla- desh)
13.	Issue of a duplicate passport in lieu of the India-Bangladesh passport which has been lost, stolen, damaged or destroyed	Rs. 15/-	—	Rs. 15/- (In Bangladesh)
14.	Miscellaneous services on an India-Bangladesh passport	Rs. 5/-	—	Rs. 5/- (In Bangladesh)
15.	Issue of a new booklet when all the pages in an existing India-Bangladesh passport are exhausted	Rs. 10/-	—	Rs. 10/- (In Bangladesh)
16.	India-Sri Lanka Passport with a maximum initial validity of four years	Rs. 8/-	—	Rs. 8/- (In Sri Lanka)
17.	Renewal of India-Sri Lanka passport	Rs. 8/- for four years or Rs. 2/- per year or part thereof	—	Rs. 8/- for four years or Rs. 2/- per year or part thereof (In Sri Lanka)
18.	Miscellaneous services on India-Sri Lanka passport	Rs. 2/-	—	Rs. 2/- (In Sri Lanka)
19.	Issue of fresh India-Sri Lanka passport in lieu of one lost, stolen, damaged or destroyed	Rs. 8/-	—	Rs. 8/- (In Sri Lanka)
20.	Issue of new India-Sri Lanka passport when all pages in existing passport are exhausted	Rs. 5/-	—	Rs. 5/- (In Sri Lanka)
21.	Additional passport for any country under the proviso to rule-13 upto initial validity of one year	Rs. 10/-	Rs. 10/-	Rs. 10/-
22.	Extension of validity of Additional passport referred to in item-21	Rs. 10/- per year or part thereof upto a total period of ten years.	—	—

NOTE: — 1. Wherever a Passport or travel document has been issued initially for a lesser period than the prescribed period, further extension upto such prescribed period shall be given gratis.

2. Category 'A' countries are:

- All countries in North and South America;
- All countries in Europe including U.S.S.R.;
- All countries in West Asia and North Africa (Excluding People's Democratic Republic of Yemen, Yemen Arab Republic, Sudan and Somalia);
- Australia, New Zealand, Japan, Hongkong and Singapore.

Category 'B' Countries are:

All countries excluding countries mentioned under category 'A'.

SCHEDULE-V

(See rule 19)

CONDITIONS RELATING TO THE ISSUE OF  
PASSPORTS AND TRAVEL DOCUMENTS

1. A Passport or travel document is available for travel only to the countries specified therein and must not be utilised for travel to other countries.

2. A Passport or travel document must not be utilised for travel to countries not recognised by the Government of India.

3. A Passport or travel document should not be sent out of any country by post.

4. A Passport or travel document should not be allowed to pass into the possession of any unauthorised person.

5. The holder of a Passport or travel document is personally responsible for its safe custody. It must not be wilfully lost, damaged or destroyed. In case of an unintentional loss or destruction, the fact and circumstances of such loss or destruction should be immediately reported to the nearest passport authority in India or (if the holder of the passport is abroad) to the nearest Indian Mission or Post and to the local police.

6. A Passport or travel document must not be altered or mutilated in any way nor any endorsement made in it by any person other than a duly authorised official.

7. If the particulars of children are included in the passport or travel document or parent or guardian, as the case may be, the children shall not travel alone.

8. Children, whose names are included in the passport or travel document of their parent or legal guardian, should apply for a separate passport on attaining the age of 15 years.

9. When a citizen of India abroad is to be repatriated to India at the expense of Government of India, he shall surrender his passport or travel document to the Indian Mission or Post repatriating him and obtain an Emergency Certificate for direct return to India.

10. The holder of an Emergency Certificate, on arrival in India, shall surrender it to the Immigration Check Post.

11. The passport or travel document should be surrendered to the passport authority if he ceases to be eligible to hold one.

12. A diplomatic or official passport shall automatically cease to be valid if the person to whom it was issued ceases to exercise the functions which rendered him eligible to receive a diplomatic or official passport. In such an event, the passport shall be surrendered to a passport authority.

[No. VI/405/2/18/76]

M. K. MANGALMURTI, Joint Secy.

Public Health Department

### Notification

71/51/79-PHD

In exercise of the powers conferred by the proviso to Article 309 of the Constitution read with the Government of India, Ministry of Home Affairs, Notification No. F.1/29/68-GF dated the 29th June, 1968 and all other powers enabling him in this behalf, the Lieutenant Governor, Goa, Daman and Diu hereby makes the following rules, namely:—

1. *Short title and commencement.*— (1) These Rules may be called the Goa, Daman and Diu Medical Education Service Rules, 1979.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. *Definitions.*— In these rules, unless the context otherwise requires:—

(1) "Administrator" means the Administrator appointed under Article 239 of the Constitution for the Territory of Goa, Daman and Diu;

(2) "Basic medical or public health qualification" means a recognised medical qualification specified in any of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956);

(3) "Commission" means the Union Public Service Commission;

(4) "Controlling Authority" means the Government of Goa, Daman and Diu;

(5) "Departmental Promotion Committee" means a Committee constituted under sub-rule (3) of rule 7 to consider promotion and confirmation in any grade;

(6) "Duty post" means any post, whether permanent or temporary, of the designation specified in Schedule II;

(7) "Government" means the Government of Goa, Daman and Diu;

(8) "Grade" means the grade of the Service;

(9) "Schedule" means a Schedule to these rules;

(10) "Scheduled Castes and Scheduled Tribes" shall respectively have the same meaning as in clauses (24) and (25) of Article 366 of the Constitution;

(11) "Service" means the Goa Medical Education Service constituted under rule 3 of these rules.

3. *Constitution of the Service, classification, grades and scales of pay.*— (1) There shall be constituted a Service known as the "Goa Medical Education Service" consisting of persons appointed to the Service under rules 6 and 7.

(2) All posts included in the Service shall be classified as Group 'A' posts and the grades, scales of pay and non-practising allowance etc. shall be as specified in Schedule I.

4. *Authorised strength and its review.*— (1) The authorised strength of the duty posts included in the various grades of the Service on the date of commencement of these rules shall be as specified in Schedule II.

(2) After the commencement of these rules, the authorised permanent strength of the duty posts in various grades shall be such as may, from time to time, be determined by the Government.

(3) The Government may make temporary additions or deletions to the strength of duty posts in the various grades as deemed necessary from time to time.

(4) The Government may in consultation with the Commission, include in the Service any post other than those included in Schedule II or exclude from the Service a post included in the said Schedule.

(5) The Government may in consultation with the Commission, appoint an officer whose post is included in the Service under sub-rule (4) of this rule, to the appropriate grade of the Service in a temporary capacity or in a substantive capacity as may be deemed fit, and fix his seniority in the grade in consultation with the Commission.

5. *Members of the Service.*— (1) The following persons shall be members of the Service:—

(a) Persons appointed to the Service at the promulgation of these rules under rule 6 from the date of such promulgation.

(b) Persons appointed to duty posts after the promulgation of these rules from the date they are so appointed.

(2) A person appointed under Clause (a) of sub-rule (1) of this rule shall, on such promulgation, be deemed to be a member of the Service in the corresponding grade.

(3) A person appointed under Clause (b) of sub-rule (1) of this rule shall be a member of the Service in the corresponding grade, from the date of such appointment.

6. *Initial constitution of the Service.* — (1) All officers who were holding posts on a regular basis in the various grades included in the Central Health Service and who have finally opted to serve in the Goa Medical Education Service shall be deemed to have been appointed to a comparable grade or a corresponding grade of the medical posts in the Goa Medical Education Service.

*Note:* The regular continuous service of the officers specified in sub-rule (1) in their respective grades prior to their appointment to the medical posts in the Goa Medical Education Service shall count for the purpose of qualifying service for promotion and confirmation.

(2) After 25-11-1978 all officers who are/were appointed against posts which were advertised by the Commission or are/were promoted on the basis of the recommendations made by the Departmental Promotion Committee prior to the promulgation of these rules shall be deemed to have been appointed to comparable grade or a corresponding grade of the medical posts in the Goa Medical Education Service at the initial constitution stage. Such officers shall, however, be placed *en bloc* junior to those at sub-rule (1).

(3) The vacancies in the medical posts, after the initial constitution has been completed, shall be filled in the manner laid down in rule 7.

7. *Future maintenance of the Service.* — (1) After initial constitution of the Service has been completed by the appointment of officers in accordance with rule 6, vacancies shall be filled in the manner as hereinafter provided:

(2) The method of recruitment, the field of selection for promotion and the minimum qualifying service in the next lower grade for appointment to the posts included in the Service shall be as specified in Schedule III.

(3) The departmental promotions shall be made speciality-wise from amongst the officers of the Service in the next lower grade on the recommendations of the Departmental Promotion Committee constituted as at Schedule IV.

(4) The age limit, the minimum educational and other qualifications and experience for direct recruitment to various duty posts of the Service shall be as specified in Schedule V.

8. *Seniority.* — (1) The seniority of the officers already appointed to various grades in the respective speciality of the Service shall be the same as has been assigned to them immediately before the commencement of these rules. These officers shall

rank senior to all those appointed at the maintenance stage in their respective grades.

(2) The seniority of officers who are appointed to the Service after the commencement of these rules shall be regulated in accordance with the principles mentioned below: —

(i) Persons recruited on the basis of selection by direct recruitment shall be ranked *inter se* in the order of merit in which they are recruited; those recruited on the basis of earlier selection being ranked senior to those recruited on the basis of the later selection.

(ii) The seniority *inter se* of persons appointed by promotion to all grades of the Service shall be determined in the order of their position in the select list; those promoted on the basis of an earlier selection being ranked senior to those promoted on the basis of later selection.

(iii) The relative seniority of direct recruits and promotees in a grade shall be determined with reference to the date of meeting of the Departmental Promotion Committee in the case of departmental candidates and the date of recommendation made by the Commission in the case of the direct recruits, the *inter se* rank as indicated in the select list and that indicated in the recommendation letter being maintained.

(3) Notwithstanding anything contained in any of the provisions of these rules where the Controlling Authority is of the opinion that the determination of the seniority of any officer in accordance with these rules would cause or is likely to cause undue hardship or injustice in any particular case, the Controlling Authority may, in consultation with the Commission and for reasons to be recorded in writing, determine the seniority in a just and equitable manner.

9. *Probation.* — (1) Persons appointed to any of the grades of the Service, either by direct recruitment or by promotion, shall be on probation for a period of two years;

Provided that the Controlling Authority may extent or curtail the period of probation in accordance with the instructions issued by the Government from time to time.

Provided further that in cases where it is proposed to extend the period of probation, the Controlling Authority shall give notice in writing of its intention to do so, to the officer within twelve weeks after expiry of the initial or extended period of probation.

(2) On the completion of the period of probation, persons shall, if considered fit for permanent appointment, be retained in their appointment on regular basis and be confirmed in due course against the available substantive vacancies.

(3) If, during the period of probation referred to in sub-rule (1) of this rule or any extension thereof, as the case may be, the Controlling Authority is of the opinion that a candidate is not fit for permanent appointment or if, at any time during such period of probation, or extension thereof, the Controlling Authority is satisfied that the candidate will not be fit for permanent appointment on the expiry of such period of probation or extension thereof, the Government may discharge or revert the candidate to his

substantive post as the case may be or pass such orders as they deem fit.

(4) During the period of probation, the candidates may be required to undergo such courses of training and orientation and to pass such examinations and tests as may be prescribed by the Controlling Authority as a condition to satisfactory completion of the probation.

10. *Liability for Service.* — A person appointed to the Service shall, if so required, be liable to serve in any Defence Service or post connected with the Defence of India, for a period of not less than four years including the period spent on training if any;

Provided that such person,

(a) shall not be required to serve as aforesaid after the expiry of ten years from the date of his appointment.

(b) shall not ordinarily be required to serve as aforesaid after attaining the age of 45 years.

11. *Regulation of pay.* — The pay and increments of officers of the various grades shall be regulated in accordance with the Fundamental Rules or other similar Rules, relating to pay, for the time being in force.

12. *Private practice prohibited.* — Persons appointed to the Service shall not be allowed private practice of any kind whatsoever including consultation and laboratory practice. They shall, however, be entitled to a non-practising allowance at the rate mentioned in Schedule I.

13. *Other conditions of Service.* — The conditions of service of the members of the Service in respect of matters not expressly provided for in these rules, shall, *mutatis-mutandis* and subject to any special orders issued by the Government in respect of the Service, be the same as those applicable to other officers in general.

14. *Disqualifications.* — No person —

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service; provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

15. *Power to relax.* — Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Commission, relax or modify any of the provisions of these rules in respect of any class or category of persons or posts.

16. *Saving.* — Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by

the Central Government from time to time in this regard.

17. *Interpretation.* — If any question relating to interpretation of these rules arises, it shall be decided by the Government.

This issues with the approval of Union Public Service Commission vide its letters No. F.3/29(1)/79-RR dated 6th November 1979 and 20th January, 1981.

By order and in the name of the Administrator of Goa, Daman and Diu.

M. S. Sail, Under Secretary (Health).

Panaji, 20th April, 1981.

#### SCHEDULE I

[See Rule 3(2)]

(I) Grades, scales of pay and non-practising allowance etc. of Group 'A' duty posts included in the Goa Medical Education Service.

S. No.	Name of post	Scale of Pay	
		Holding Medical qualifications	Holding non-medical qualifications
1.	Dean	Rs. 2250-125/2-2500	—
2.	Professor	Rs. 1800-100-2000-125/2-2250	Rs. 1500-60-1800-100-2000
3.	Associate Professor	Rs. 1100-50-1500-EB-60-1800	Rs. 1300-50-1800
4.	Assistant Professor	Rs. 1100-50-1500-60-1800	Rs. 1100-50-1600
5.	Lecturer	Rs. 1100-50-1500-EB-60-1800	Rs. 700-40-900-EB-40-1100-50-1300

(II) Rates of Non-practising allowance:

(a) For posts of Dean and Professor ... Rs. 600/- P.M.

(b) For posts of Associate Professor, Asstt. Professor and Lecturer:

1 to 3 stages ...	Rs. 300/- P.M.
4 to 6 stages ...	Rs. 350/- P.M.
7 to 9 stages ...	Rs. 400/- P.M.
10 to 12 stages ...	Rs. 450/- P.M.
13 to 14 stages ...	Rs. 500/- P.M.

(III) Any person appointed as Assistant Professor shall be granted a special pay of 100-00 per month and a person appointed as Associate Professor shall be granted a special pay of Rs. 200-00 per month.

Note: The non-practising allowance and the special pay shall be payable only to those who possess medical qualifications.

#### SCHEDULE II

[See Rule 4(1)]

Number and details of Group 'A' duty posts included in the various grades of the Goa Medical Education Service

S. No.	Department Speciality	Name of post	No. of posts
1	2	3	4
1.	—	Dean	One
2.	Anatomy	Professor	One
		Associate Professor	One
		Assistant Professor	Two
		Lecturer	Two

1	2	3	4	1	2	3	4
3. Biochemistry	Professor Associate Professor Assistant Professor Lecturer	One One One One		12. Obstetrics & Gynaecology	Professor Associate Professor Assistant Professor Lecturer	One One Two Two	
4. Microbiology	Professor Associate Professor Assistant Professor Lecturer	One One One One		13. Ophthalmology	Professor Associate Professor Lecturer	One One One	
5. Pathology	Professor Associate Professor Assistant Professor Lecturer	One One One One		14. Orthopaedic Surgery	Professor Assistant Professor Lecturer	One One One	
6. Pharmacology	Professor Associate Professor Assistant Professor Lecturer	One One One One		15. Paediatrics	Professor Assistant Professor Lecturer	One One One	
7. Physiology	Professor Associate Professor Assistant Professor Lecturer	One One Two One		16. Preventive & Social Medicine	Professor Associate Professor Assistant Professor Lecturer-cum-Epidemiologist	One One One One	
8. Anaesthesiology	Professor Assistant Professor Lecturer	One One One		17. Psychiatry & Human Behaviour	Professor Assistant Professor Lecturer	One One One	
9. E. N. T.	Professor Assistant Professor Lecturer	One One One		18. Radiology	Professor Associate Professor Assistant Professor Lecturer	One One One One	
10. Forensic Medicine	Professor Associate Professor Assistant Professor	One One One		19. Skin & V. D.	Professor Assistant Professor	One One	
11. Medicine	Professor Associate Professor Assistant Professor Lecturer	One One Two Two		20. Surgery	Professor Associate Professor Assistant Professor Lecturer	One One Two Two	
				21. Tuberculosis	Professor Associate Professor Assistant Professor	One One One	

## SCHEDULE III

[See Rule 7(2)]

Statement showing the method of recruitment, field of promotion/selection and the minimum qualifying service in the next lower grade(s) for appointment of officers on promotion to Group 'A' duty posts in the Goa Medical Education Service

## I. Posts with medical qualifications

S. No.	Name of post	Method of recruitment	Field of selection and the minimum qualifying service for promotion
1	2	3	4
1.	Dean	By promotion failing which by transfer on deputation or direct recruitment as may be decided in consultation with the Commission.	<p><b>Promotion:</b> Professors with 5 years' regular service in the grade.</p> <p><b>Transfer on deputation:</b> Officer under the Central/State Governments/Union Territories holding analogous posts. (Period of deputation shall not exceed 5 years).</p> <p><b>Promotion/Transfer on deputation:</b> Officers under the Central/State Governments/Union Territories holding analogous posts. The departmental Associate Professor with 4 years' regular service in the grade and Assistant Professor with 7 years' combined regular service in the grades of Associate Professor and Assistant Professor failing which Assistant Professor with 7 years' regular service in the grade will also be considered and in case the departmental officer is selected for appointment to the post, the same shall be deemed to have been filled by promotion. (Period of an deputation shall ordinarily not exceed 4 years).</p> <p><b>Note:</b> The minimum qualifying service shall be reduced to 3 years in case of those who possess second qualification of 2 years' duration acquired as a Medical site postholder.</p>
2.	Professor	By promotion/transfer on deputation failing which by direct recruitment.  <b>Note:</b> The selection on each occasion shall be made by the Commission.	

1	2	3	4
3. Associate Professor	By promotion on the basis of seniority-cum-fitness failing which by transfer on deputation or direct recruitment as may be decided in consultation with the Commission.	<i>Promotion:</i> Assistant Professor with 3 years' regular service in the grade. <i>Transfer on deputation:</i> Officers under the Central/State Governments/Union Territories holding analogous posts. (Period of deputation shall ordinarily not exceed 3 years).	
4. Assistant Professor	By promotion failing which by transfer on deputation or direct recruitment as may be decided in consultation with the Commission.	<i>Promotion:</i> Lecturer with 2 years regular service in the grade. <i>Transfer on deputation:</i> Officers under the Central/State Governments/Union Territories holding analogous posts. (Period of deputation shall ordinarily not exceed 3 years).	
5. Lecturer	By direct recruitment.	—	

#### II. Posts with non-medical qualifications

1. Professor	By promotion/transfer on deputation failing which by direct recruitment. <i>Note:</i> The selection on each occasion shall be made by the Commission.	Officers under the Central/State Governments/Union Territories holding analogous posts. The departmental Associate Professor with 3 years' regular service in the grade or Associate Professor with 5 years' combined regular service in the grades of Associate Professor and Assistant Professor failing which Assistant Professor with 5 years' regular service in the grade will also be considered and in case the departmental Officer is selected for appointment to the post, the same shall be deemed to have been filled by promotion. (Period of deputation shall ordinarily not exceed 4 years).	
2. Associate Professor	By promotion on the basis of seniority-cum-fitness failing which by transfer on deputation or direct recruitment as may be decided in consultation with the Commission.	<i>Promotion:</i> Assistant Professor with 3 years' regular service in the grade. <i>Transfer on deputation:</i> Officers under the Central/State Governments/Union Territories holding analogous posts. (Period of deputation shall ordinarily not exceed 3 years).	
3. Assistant Professor	By promotion failing which by transfer on deputation or direct recruitment as may be decided in consultation with the Commission.	<i>Promotion:</i> Lecturer with 5 years' regular service in the grade. <i>Transfer on deputation:</i> Officers under the Central/State Governments/Union Territories holding analogous posts. (Period of deputation shall ordinarily not exceed 3 years).	
4. Lecturer	By direct recruitment.	—	

*Note 1:* The departmental promotions shall be made speciality-wise.

*Note 2:* The selection for appointment of an officer on deputation shall be made in consultation with the Commission.

#### SCHEDULE IV

[See rule 7(3)]

Group 'A' Departmental Promotion Committees for considering cases of promotion and confirmation to Group 'A' posts in the Goa Medical Education Service

#### I. For considering promotion and confirmation to the post of Dean:

1. Chairman/Member, U.P.S.C. — Chairman.
2. Chief Secretary — Member.

#### II. For considering promotion to the post of Assistant Professor:

1. Chairman/Member, U.P.S.C. — Chairman.
2. Chief Secretary — Member.
3. Secretary (Health) — Member.
4. Dean, Goa Medical College — Member.

#### III. For considering promotion to the post of Associate Professor and confirmation to the posts of Professor, Associate Professor, Assistant Professor and Lecturer:

1. Chief Secretary — Chairman.
2. Secretary (Health) — Member.
3. Dean, Goa Medical College — Member.

*Note 1:* The absence of a member, other than the Chairman or a Member of the Commission, shall not invalidate the proceedings of the Committee, if more than half the Members of the Committee had attended its meetings.

*Note 2:* The proceedings of the DPC relating to confirmation to the posts of Professor, Associate Professor, Assistant Professor and Lecturer shall be sent to the Commission for approval. If, however, these are not approved by the Commission, a fresh meeting of the DPC to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.

## SCHEDULE V

[See Rule 7(4)]

Minimum educational and other qualifications, experience and age limit for direct recruitment to Group 'A' duty posts included in the Goa Medical Education Service

S. No.	Name of post Scale of pay	Age	Educational and other qualifications and experience required
1	2	3	4

## I. Posts with medical qualifications

1. Dean  
Rs. 2250-125/2-2500

Not exceeding 50 years  
(Relaxable for Govt. servants)

*Essential:*

- i) A recognised medical qualification included in the First or the Second Schedule or Part II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of qualifications included in Part II of the Third Schedule should also fulfil the conditions stipulated in Section 13(3) of the Indian Medical Council Act, 1956.
- ii) Post-graduate degree qualification or equivalent.
- iii) 16 years standing in the profession out of which at least 5 years experience should be as a Professor in any Department of a Medical College/Teaching Institution.
- iv) Extensive practical and administrative experience.

2. Professor  
Rs. 1800-100-2000-125/2-2250

Not exceeding 50 years  
(Relaxable for Govt. servants)

*Essential:*

- i) A recognised medical qualification included in the First or the Second Schedule or Part II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of qualifications included in Part II of the Third Schedule should also fulfil the conditions stipulated in Section 13(3) of the Indian Medical Council Act, 1956.
- ii) Post-graduate degree qualification in the speciality concerned or equivalent.
- iii) 12 years' standing in the profession out of which at least 6 years experience should be in the concerned speciality as Associate Professor/Assistant Professor in a Medical College/Teaching Institution after the requisite post-graduate degree qualification.
- iv) Extensive practical and administrative experience.

3. Associate Professor  
Rs. 1100-50-1500-EB-60-1800

Not exceeding 45 years  
(Relaxable for Govt. servants)

*Essential:*

- i) A recognised medical qualification included in the First or the Second Schedule or Part II of the Third Schedule (other than Licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of qualifications included in Part II of the Third Schedule should also fulfil the conditions stipulated in Section 13(3) of the Indian Medical Council Act, 1956.
- ii) Post-graduate degree qualification in the speciality concerned or equivalent.
- iii) At least 3 years' experience in the concerned speciality as Assistant Professor in a Medical College/Teaching Institution after the requisite post-graduate degree qualification.

4. Assistant Professor  
Rs. 1100-50-1500-EB-60-1800

Not exceeding 45 years  
(Relaxable for Govt. servants)

*Essential:*

- i) A recognised medical qualification included in the First or the Second Schedule or Part II of the Third Schedule (other than Licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of qualifications included in Part II of the Third Schedule should also fulfil the conditions stipulated in Section 13(3) of the Indian Medical Council Act, 1956.
- ii) Post-graduate degree qualification in the speciality concerned or equivalent.
- iii) At least 3 years' teaching experience in the concerned speciality as a lecturer or in an equivalent teaching post in a Medical College/Teaching Institution after the requisite post-graduate degree qualification.



1	2	3	4
5. Lecturer Rs. 1100-50-1500-EB-60- -1800	Not exceeding 45 years (Relaxable for Govt. ser- vants)	<i>Essential:</i> i) A recognised medical qualification included in the First or the Second Schedule or Part II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of qualifications included in Part II of the Third Schedule should also fulfil the conditions stipulated in Section 13(3) of the Indian Medical Council Act, 1956. ii) Post-graduate medical qualification in the speciality concerned or equivalent. iii) At least 3 years' teaching experience in the concerned speciality as Senior Resident/Registrar/Tutor/Demonstrator in a Medical College/Teaching Institution.	
<b>II. Post with non-medical qualification</b>			
1. Professor of Biochemistry Rs. 1500-60-1800-100-2000	Not exceeding 45 years (Relaxable for Govt. ser- vants)	<i>Essential:</i> i) Post-graduate degree in Biochemistry of a recognised University or equivalent. ii) 10 years' standing in the profession, out of which at least 5 years experience should be as Associate Professor/Assistant Professor in Biochemistry in a Medical College/Teaching Institution after the post-graduate qualification. iii) Extensive practical and administrative experience.  <i>Desirable:</i> Doctorate degree in Biochemistry.	
2. Associate Professor of Biochemistry Rs. 1300-50-1800	Not exceeding 45 years (Relaxable for Govt. ser- vants)	<i>Essential:</i> i) Post-graduate degree in Biochemistry of a recognised University or equivalent. ii) At least 3 years' experience as Assistant Professor in Biochemistry in a Medical College/Teaching Institution after the post-graduate degree qualification.  <i>Desirable:</i> i) Medical graduate of a recognised University or equivalent. ii) Doctorate degree in Biochemistry.	
3. Assistant Professor of Biochemistry Rs. 1100-50-1600	Not exceeding 40 years (Relaxable for Govt. ser- vants)	<i>Essential:</i> i) Post graduate degree in Biochemistry of a recognised University or equivalent. ii) At least 3 years' teaching experience as a Lecturer or in an equivalent teaching post in Biochemistry in a Medical College/Teaching Institution after the post-graduate degree qualification.  <i>Desirable:</i> i) Medical graduate of a recognised University. ii) Doctorate degree in Biochemistry.	
4. Lecturer in Biochemistry Rs. 700-40-900-EB-40-1100- -50-1300	Not exceeding 35 years (Relaxable for Govt. ser- vants)	<i>Essential:</i> i) Post-graduate degree in Biochemistry of a recognised University or equivalent. ii) 3 years' experience as Demonstrator/Tutor in Biochemistry in a Medical College/Teaching Institution.  <i>Desirable:</i> Research experience.	

**Note 1:** The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman & Nicobar Islands and Lakshadweep).

**Note 2:** The qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

**Note 3:** The qualifications regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

**Note 4:** The qualifications granted in the United Kingdom shall be recognised medical qualifications only when granted on or before 11-11-1978.